 Job Description:

2i/c Mathematics

**Responsible to:** Subject Lead of Mathematics

**TLR:** TLR 2a

**Main Responsibilities**

The post holder will assist the Subject Lead of Mathematics in the leadership and management of Mathematics within the school; providing high quality education and outcomes for all of its pupils.

**Ethos and Values**

* To act as an ambassador in promoting and celebrating the work and achievements of GTS.
* To ensure the Vision, Values and Mission Statement of GTS are clearly articulated, shared, understood, and acted on effectively by all.
* To demonstrate high expectations of pupils and staff, a commitment to the 'learning school' and persistently striving for continuous improvement.
* To model and promote the GTS values of: Respect, Relationships, Responsibility, Resilience, Health and Opportunity.

**Specific Responsibilities**

*Leadership & Management*

* Holds members of the Mathematics team to account through GTS Professional Development and Performance Management (PDPM) processes and advise the Headteacher with respect to any uplift in pay.
* Assists in the Quality Assurance in Mathematics and takes responsibility for improvement.
* Takes corporate responsibility for whole school improvement by partaking in whole school quality assurance measures.
* Assists the Head of Mathematics in ensuring the Mathematics team follow the protocols and policies adopted by GTS, to ensure consistency of practice across the whole school.
* Assists the Subject Lead of Mathematics in having oversight of all resources for the subject, including teaching areas, and ensures they are maintained and used
* Attends meetings, as required, in line with their responsibility and accountability.
* Supports the Subject Lead of Mathematics in developing, actioning and monitoring a department improvement plan and SIP.
* To ensure the successful leadership of Numeracy across the Curriculum ensuring that it is used as a tool in raising standards in every learning opportunity.
* Take responsibility for writing, implementing and monitoring the application of the Numeracy Policy across the School.
* Co-ordinate Numeracy initiatives across the School.
* Support work with subjects and co-ordinate cross-curricular Numeracy work.

*Teaching & Learning*

* Delivers outstanding lessons and models this to the team and other staff.
* Assists the Head of Mathematics in leading on-going development of the curriculum and pedagogy, in order to ensure that all pupils make rapid sustained progress in Mathematics.
* Assists the Subject Lead of Mathematics in actively developing the team through coaching conversations and where required, well defined support and targeted intervention.
* Has a thorough understanding of the National Curriculum at KS2, 3 and 4 and the implications for our learners and the curriculum that is followed.

*Reporting, Assessment and Examination*

* Assists the Subject Lead of Mathematics in the analysis of data and uses it to help inform decisions and planning.
* Keeps abreast of, and understands, subject examinations at KS4 and their implications with respect to whole school performance measures.
* Keeps up to date with changes to exam specifications and the impact on the curriculum offered to our learners.
* Assists the Subject Lead of Mathematics to ensure that data collected on pupils is accurate and thereby informs pupils and parents of progress and informs where support and intervention is needed.
* Assists the Subject Lead of Mathematics in ensuring exam entries are completed accurately and any controlled assessments comply with exam board and JCQ expectations and guidance.
* Assists the Subject Lead of Mathematics in putting in place timely, specific and targeted intervention sessions, which result in a positive impact for those pupils.

*Public Relations and Community*

* Assist the Subject Lead of Mathematics in celebrating and promoting the achievements of pupils in Mathematics, both internally and externally.
* Assists the Subject Lead of Mathematics to promote the work of the team and pupils during whole school PR events, such as Open Days, prospective parent tours, Options Evenings etc.

*Pastoral*

* Belongs to a House and joins in with all House activities.
* Acts as a Tutor within a vertical tutor group system.
* Run Numeracy competitions/events through tutor groups and Houses.

*Whole School*

* Offers opportunities through E&I (Enrichment & Intervention), House time and extracurricular activities, to enhance the experiences of our pupils.

*Professional Development*

* Embraces our ethos as a ‘learning school’.
* Participates in all CPD offered by GTS, enabling own practice to be developed.
* Attends external events, as appropriate.
* Develops strong, collaborative relationships across networks of schools, to facilitate sharing, innovation and the dissemination of good practice between schools.

**Variation in the Role**

Given the dynamic nature of the role and the structure of GTS, it must be accepted that as the school develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive.