



Job Description

Post Title:	Subject Leader for Mathematics
Purpose:	To contribute and be committed to the implementation of the school's vision.
Reporting to:	SLT
Responsible for:	Leadership of the Mathematics Department and the line management of the staff within the department
Working Time:	See Current Teachers Pay and Conditions
Salary/Grade:	Leadership Scale L6 - L10
Disclosure Level:	Enhanced
Qualifications:	Essential: 'A' Levels or equivalent in main teaching subject Essential: Degree or equivalent in main teaching subject Essential: Successful PGCE or equivalent in main teaching subject

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MAIN (CORE) DUTIES	
<p>Accountability for leading, managing and developing a subject area</p>	<p>Working with other relevant teachers and support staff in the department:</p> <ul style="list-style-type: none"> • To lead on the formulation and delivery of the Vision, raise attainment and drive improvement. • To ensure provision of an appropriately broad & balanced curriculum for Mathematics, in accordance with the aims of the school and the curricular policies determined by the Governing Body, Multi Academy Trust and Principal of the school. • To lead the development of appropriate curriculum documentation, resources, policies, assessments and teaching strategies in the department. • To assist in the formulation and implementation of school policies and procedures, for example Equal Opportunities, Health and Safety, etc. as well as promote and monitor, within the department, school policies related to issues of literacy, numeracy and the use of ICT, homework, lesson planning, record keeping and resources (including the maintenance of attractive teaching environments). • To help ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication with the parents of students. • To liaise with other schools, organisations within the Trust and LA and relevant external bodies. • Define and agree appropriate improvement targets aligned with the school's priorities and key performance indicators. • Through Department SEF, evaluate and report annually on the effectiveness of practice (summative statement). Identify areas and issues for further improvement, developing and implementing appropriate departmental improvement plans. • Lead professional development and model effective practice; support and co-ordinate the provision of high quality professional development for staff which ensures key objectives for improvement and performance management are met. • Build effective links with the local community, including business and industry, in order to develop the department. • Use financial and resource management innovatively and effectively following school protocol. • To manage the department's budget as per Trust Schemes of Delegation. • To participate in the selection process for departmental appointments and ensure effective induction of new staff in accordance with School procedures.

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<p>Impact on educational progress beyond assigned students.</p>	<p>Working with other relevant teachers and support staff in the department:</p> <ul style="list-style-type: none"> • Seek opportunities to offer personalised, variable and flexible curriculum that meets the needs of every individual. • Monitor curriculum and lesson planning, curriculum coverage and learning outcomes. • Monitor standards of student behaviour and the climate for learning. • Lead on Department SEF strategies to contribute to overall school self evaluation. • Ensure that relevant attainment/achievement targets are met at student, class and departmental level. • Monitor and evaluate assessment data across the subject to identify trends in student performance and issues for development. • Define intervention strategies to address issues for development that are identified. • Through Department SEF evaluate and report on the effectiveness of intervention strategies used to address identified issues. • Identify quantifiable and challenging student progress objectives with teachers within their performance management. • Support teachers in planning appropriate strategies that ensure curriculum coverage with clearly identified learning outcomes. • Develop effective assessments linked to curriculum intent, ensuring these are implemented consistently and result in accurate attainment data. • Ensure that agreed student attainment targets within the subject are achieved or exceeded through excellent teaching and learning. • Monitor attainment targets for all students and specified groups of students (such as SEND or PP) and promote the importance of raising their achievement. • To ensure that teaching groups are organised effectively and with the needs of students and their achievement at the heart of decision making. • To work effectively with the School SENDCO in order to ensure that appropriate systems and support mechanisms are used to maximise the achievement possibilities of all pupils. • To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision.
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<p>Leading, developing and enhancing the teaching practice of others.</p>	<p>Working with other relevant teachers and support staff in the department:</p> <ul style="list-style-type: none"> • Ensure that staff make maximum use of emerging technology to enhance teaching and learning. • Maintain personal expertise and share this with other teachers. • Act as a role model of good classroom practice for other teachers, modelling effective strategies with them. • Induct, support and monitor new staff. • Performance manage identified teachers. • Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis. • Disseminate examples of effective planning practice within the subject. • Ensure that feedback from QA activities such as lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning. • Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate this to students. • Observe colleagues teaching including through performance management arrangements and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement. • Identify and promote innovative and effective teaching strategies in the subject to meet the needs of all students. • Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.
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<p>Line management responsibility for a number of people.</p>	<ul style="list-style-type: none"> • Plan the deployment of staff expertise to achieve school improvement objectives. • To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of pupils' learning. • Monitor the well being of staff in the department and liaise with the Principal as appropriate. • Ensure that accountability arrangements are effectively discharged by other team leaders in the department. • Use assessment data rigorously to analyse student attainment across different classes and utilise this in accountability/QA. • Monitor the effectiveness and impact of performance management arrangements within a department. • Monitor and evaluate the contribution and impact of other staff to school improvement across the department. • Provide quality assurance monitoring and intervention as agreed. • Identify staff development needs and co-ordinate these with those responsible for CPD in school.
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Any other appropriate duties as directed by the Principal and/or Governing Body, commensurate with the role.

Signed: Date:
 Subject Leader for Mathematics

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