# Job Description – Subject Leader of Maths

**Accountable to:** Headteacher and the Senior Leadership Team

**Purpose:**

Under the general supervision of the Headteacher and Senior Leadership Team:

* To provide effective leadership of the Maths department, setting a clear strategic direction aligned with the school’s vision, values, and priorities, while ensuring consistently high standards across all areas of the department
* To carry out the professional duties of a teacher as outlined in the School Teacher’s Pay and Conditions document
* To consistently meet the Teachers Standards as set out in the Teachers Standards document
* To meet the additional duties and responsibilities for this role, as set out in the remainder of this document

**Main Duties and Responsibilities:**

The duties and responsibilities outlined in this job description complement those covered by the latest School Teacher’s Pay and Conditions document and the Teachers Standards document. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Leadership and Strategic Direction**

* To provide strategic leadership for the Maths department, ensuring high standards of teaching, learning, and student outcomes across all key stages
* To establish and articulate a clear, ambitious vision for Mathematics within the school, aligned with whole-school priorities and improvement plans
* To lead the development and regular review of schemes of work and curriculum planning, ensuring full coverage of national curriculum and qualifications specifications
* To model outstanding teaching and promote a culture of continuous improvement across the department
* To lead departmental meetings effectively, ensuring that priorities are clearly communicated, actioned, and reviewed
* To work closely with the Second in Department for Maths, ensuring they are able to deputise for the Subject Leader, embed their vision and continue to hold our high standards
* To with work colleagues across the MNSP Trust, including relevant Maths leadership staff, ensuring we fully meet the requirements of the central team

**Staff Development and Line Management**

* To line manage staff within the department, providing support, guidance, and challenge to ensure high performance.
* To carry out regular performance management reviews and provide high-quality developmental feedback.
* To identify and address training needs within the department, supporting the professional development of colleagues through mentoring, coaching, and CPD.
* To lead the induction of new staff and trainee teachers within the department.

**Quality Assurance**

* To ensure the Maths curriculum is inclusive, coherent, and sequenced to support knowledge retention and progression for all learners.
* To monitor and evaluate the quality of teaching and learning within the department through lesson observations, work scrutiny, and student voice, and to implement improvement strategies where required.
* To ensure the consistent implementation of school policies, such as behaviour management, assessment, homework, and marking, across the department.
* To lead the effective use of assessment within the department, ensuring that formative and summative data informs teaching and intervention.
* To analyse departmental data regularly to monitor progress and attainment, identifying underperformance and leading timely, evidence-based interventions.
* To ensure accurate and timely completion of data drops and reporting in line with school assessment policy.
* To report on departmental performance to SLT, governors, and other stakeholders as required.

**Resource Management**

* To work the Senior Leader responsible for the timetable to ensure an effective and fair timetable for the department
* To oversee the efficient deployment and use of departmental resources, ensuring value for money and equitable access for all students
* To manage the department’s budget, making informed decisions to enhance teaching and learning
* To lead the development and maintenance of high-quality learning environments, including displays and digital resources including Google Classroom
* To ensure that all department resources are compliant with health and safety requirements

### **Contribution to Whole-School Life**

* To contribute to the wider development of the school, supporting whole-school policies, initiatives, and events.
* To play a key role in curriculum development at a whole-school level where appropriate.
* To support school improvement priorities, including literacy and numeracy strategies, attendance, and behaviour.
* To represent the department in middle leader forums and work collaboratively with other subject leaders to promote cross-curricular links.

**Planning, Teaching and Classroom Management**

* To ensure that lessons are well planned, adapting the department’s shared planning when appropriate to meet the needs of all learners, with particular emphasis on those with a ‘What Helps Me as a Learner’ document
* To teach consistently high-quality lessons, utilising the principles set out in ‘The Preston Way’, to allow all students to make good or better progress
* To ensure that students are set appropriate but challenging tasks, while providing appropriate scaffolds as necessary to allow all students to experience success
* To ensure high standards of behaviour from students both inside and outside of the classroom, following the school’s behaviour policy consistently
* To ensure the effective and efficient deployment of classroom support, including teaching assistants
* To ensure that homework is set regularly via Google Classroom, in accordance with the school’s homework expectations, that completion of this is monitored and the school’s behaviour policy is followed consistently to challenge non-completion
* To ensure that effective planned cover is set in line with the school’s absence policy and placed onto Google Classroom and the Cover Drive
* To provide work for classes to cover illness when possible. When this is not possible, to provide the necessary information for the Subject Leader to set meaningful cover work
* To work as an active member of the subject team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
* To ensure that learning resources, including opportunities for stretch and challenge, are regularly shared to Google Classroom, to enable students to continue their learning during their own time

**Assessment, Recording and Reporting**

* To utilise regular formative assessment to allow lessons to be adapted, to help meet the needs of all learners
* To ensure that student work is regularly marked, in accordance with the school’s marking and assessment expectations
* To undertake summative assessments in line with the school’s assessment policy, ensuring these are accurately marked and generate realistic grade projections
* To maintain accurate records of pupil attainment, and to be aware of the standards achieved, enabling effective and timely interventions when necessary
* To complete formal data drops into Arbor in a timely manner, meeting the deadlines set out in the school’s assessment policy
* To discuss with the Subject Leader and other relevant colleagues those aspects of pupils’ performance which are a cause for concern, and to seek advice, guidance or support when appropriate.
* To record and log all behaviour sanctions, achievement events and interventions in an accurate and timely manner in line with the relevant school policies

**Pastoral Duties**

* To be an effective form tutor to an assigned group of students
* To deliver high quality tutor time sessions, as directed by the Head of Year
* To promote the progress and well-being of individual students and of the tutor group as a whole
* To register students in a timely and accurate manner, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
* To communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
* To promote the personal development and social well-being of all pupils by delivering the school’s tutorial and PSHE programme

**Other Professional Requirements**

* To consistently implement the vision and values of Preston School, as set out by the Headteacher
* To have a working knowledge of teachers' professional duties and legal liabilities, adhering to these at all times
* To actively participate in performance management, identifying areas for development and accessing appropriate training, support and professional development
* To contribute to the school’s wider development programme, including trips, after school activities and enrichment opportunities
* To communicate with the families of pupils in a timely and professional manner, through attendance at parents’ evenings, phone calls and emails home
* To co-operate with other staff to ensure a fair and effective usage of resources to the benefit of the school, department and students
* To attend all lessons, meetings, duties and other directed events punctually
* To have strong digital literacy and confidence in using technology, to allow you to effectively engage with the school’s IT systems and to support the use of these consistently within your professional practice
* To model high standards of professional conduct and dress at all times when representing the school
* To operate at all times within the policies and practices of both the school and academy trust
* To promote and safeguard the welfare of all of our students
* Perform all other reasonable requests from the Headteacher, members of the Senior Leadership Team or Subject Leader

This job description will be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

**Signed:** ………………………………………………………………………………………………………………

**Printed:** ………………………………………………………………………………………………………………

**Date:** ………………………………………………………………………………………………………………