

Job Description



Leader of Mathematics

Reports to:	Headteacher – under the day to day management and leadership of a member of the Senior Leadership Team
Salary/Grade:	MPR – UPR as appropriate + TLR 1b
Role Summary: <p>To ensure high quality curriculum provision and effective teaching and learning within the curriculum area of Maths. Subject Leaders are also required to be highly competent in all aspects of the Teachers Standards (2012), and perform all the professional duties of a qualified teacher.</p>	
Key accountabilities and responsibilities: <p>Strategic Direction and Development of Maths</p> <ul style="list-style-type: none">• Establishing and maintaining policies and practices which promote high achievement through effective teaching and learning• Creating an environment where students and staff develop and maintain positive attitudes towards teaching and learning• Using data effectively to monitor and evaluate student progress; planning and implementing effective intervention to support all students to achieve highly• Analysing national, local and school data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies• Reporting termly to the Headteacher/Governors on progress and plans• Contributing to the School Development Plan and establishing an effective subject improvement planning cycle to meet the school's strategic priorities. <p>Curriculum in Maths</p> <ul style="list-style-type: none">• Construct a curriculum in Maths that is ambitious and designed to give all learners the knowledge and cultural capital they need to succeed in life• Ensure the curriculum is coherently planned and sequenced towards sufficient knowledge and skills for future learning and employment• To demonstrate the impact of the curriculum by raising attainment of all students <p>Teaching and Learning</p> <ul style="list-style-type: none">• Ensuring appropriate, challenging and differentiated programmes of study and schemes of work are in place for all Maths teaching groups and related courses• Securing and sustaining effective teaching of the subject through structured monitoring and evaluation of all aspects of teaching and learning and active participation in the school's monitoring evaluation and review (MER) cycle through lesson observations, feedback to teaching staff, work sampling, student interviews and written reports to the Headteacher and Leadership Team as necessary• Ensuring teaching and learning objectives are clear to all members of the curriculum team• Ensuring effective development of students' literacy, numeracy and ICT skills within the subject• Contributing to the teaching of Citizenship, Enterprise Education and Work Related Learning within the subject area• Mapping progress of students regularly against prior attainment and local and national norms, identifying students at risk of underachieving• Actively promoting high standards of student behaviour in accordance with the school behaviour policy; acting as the first point of call for staff working in the curriculum area who need help and support with specific behavioural issues• Helping colleagues working in the curriculum area to achieve positive, constructive and	

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effective working relationships with all students

- Organising visits, extra-curricular activities and study support sessions that help to extend and build on work done in the classroom, where appropriate

Leading and Managing the Staff

- Line managing all members of the Maths team and providing effective support, challenge, information and professional development for all staff within the subject area as necessary
- Establishing clear expectations and high standards of professionalism and collaboration across the subject
- Taking an active role as a Team Leader within the school's PM policy to develop the professional effectiveness of colleagues
- Ensuring that teachers have good subject knowledge in Maths and areas for development are identified and supported through effective subject specific professional development
- Providing structured support and assessment for NQT and ITT trainees to enable them to meet the relevant professional standards
- To contribute to the recruitment and retention of teachers within the Maths subject area
- Working in collaboration with the SENCO, SEN staff and Year Leaders; ensure appropriate provision is in place for SEND students

Efficient and Effective Deployment of Staff and Resources

- Using appropriate resources, in consultation with the Headteacher, for effective, efficient and safe teaching and learning within the subject area; accommodation, staff, time, courses, development opportunities, ICT equipment
- Creating an effective and stimulating learning environment for teaching and learning
- Deploying accommodation to effectively meet the teaching and learning needs of the subject
- Ensuring a safe working and learning environment through application of appropriate risk assessments

Teaching Commitment

- The post holder will be expected to teach in line with the school's generic teacher's job specification. Designated non-contact time for leadership and management responsibilities will be made available
- The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.
- All teachers take an active role in the school's pastoral care of students and the post holder will be expected to fulfil the role of form tutor.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or those making contact with the Trust
- To be a good role model for students and staff
- To support and uphold the aims, values and ethos of the Trust
- To deal with everyone in the Trust community in a manner which conveys mutual respect
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way

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- Be smartly and professionally dressed

Miscellaneous

- To continue personal development as agreed at performance review meetings
- To engage actively in the performance review process
- To play an active role in the life of the Trust community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Headteacher or another nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

East Bergholt High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.