

## Job Description:

### Subject Leader of Maths



Date	March 2025	Salary Grade:	TLR 2b £5064
Accountable to	Assistant / Vice Principal	Contract:	Permanent
In liaison with	SLT/Principal		

**General Requirements:** You are required to carry out all general, particular and professional duties as set out in the School Teacher's Pay and Conditions of Employment Document 2023. These duties must be carried out in accordance with the National Curriculum requirement, the aims of the school and Trust policies. You will be required to undertake performance management for your annual pay review.

**Specific Requirements:** You will have the responsibility for leading the learning and progress across the Maths subject area, currently of 4 staff.

### Purpose of the Post

- Support the School's Vision and Values across a Subject Area ensuring every student has a sense of belonging, identity and pride;
- Manage the efficient and effective day to day operation of a Subject Area;
- Provide professional leadership and management for an area in order to secure high quality teaching, curriculum and effective planning and use of resources to improve outcomes for all pupils.

#### Strategic direction and development of the subject

Within the context of the school's aims and objectives, develop and implement subject policies, plans, targets and practices

- develop and implement policies for the subject which reflect the school's commitment to high achievement and effective teaching and learning
- make contributions to whole school strategic direction and development
- create a climate which enables other staff to maintain positive attitudes to the subject and confidence in teaching it
- establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, intellectual and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life
- use data effectively to identify pupils who are underachieving and, where necessary, create and implement

effective plans of action to support those pupils

- analyse and interpret relevant national, local and school data, plus research and inspection evidence, in to inform policies, practices, expectations, targets and teaching methods
- establish KOMPs, MTPs, Yearly overviews and 5 year plans for the development and resourcing of the subject, which:
  - contribute to whole school aims, objectives, policies and practices
  - are based on a range of comparative information and evidence, including in relation to the prior attainment of pupils and the results of any other tests used by the school
  - identify realistic and challenging targets for improvement in the subject
  - are understood by all those involved in putting the plans into practice

- are clear about action to be taken, responsibilities, timescales and criteria for success
- monitor the progress made in achieving subject plans and targets, evaluate the impact on teaching and learning and use this analysis to inform further strategies for improvement
- prepare an annual self-review, including an analysis of public examination results, and attend a meeting with the Leadership Group to discuss.

## **Leading and managing staff**

Leaders provide to all those with involvement in the teaching of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching and learning

- establish clear expectations and constructive working relationships among staff involved in the subject, through team work and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability
- sustain the motivation of all staff involved in the subject area.
- participate in the recruitment of subject staff
- audit training needs, participate in performance management and use the process to develop the professional and personal effectiveness of staff
- lead professional development of staff through example and support, and co-ordinate the provision of high quality professional development
- devise a focused programme of lesson observation and use the findings to disseminate good practice
- ensure that ITT, Teach First and ECTs are appropriately trained, monitored, supported and assessed in relation to national standards
- liaise with other colleagues, on cross-curricular matters and support for pupils with special educational needs
- oversee the Curriculum Area's presence at whole school functions
- ensure that the Leadership Group and governors are kept well informed about subject policies, plans and priorities, your success in meeting objectives and targets and subject-related professional plans Leaders secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards attained and set targets for improvement
- ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational needs
- ensure that teachers are clear about the learning objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate this information to pupils
- ensure that all teachers produce a detailed plan for every lesson, in accordance with the Canary Wharf Way Lesson Framework
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
- plan the most effective grouping of pupils to meet all needs
- ensure effective development of pupils' literacy, numeracy and ICT skills through the subject
- establish, implement and monitor clear policies and practices for assessing, recording and reporting on student achievement and use this information to recognise achievement and to help pupils in setting targets for further improvement
- ensure consistency in the regular setting, monitoring and marking of homework appropriate to all year and ability groups including the home learning and extended learning projects.
- through monitoring the regular setting of homework establish intervention strategies and follow-up procedures as required to embed the school homework policy.



- ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject
- set expectations and targets for staff in relation to the quality of teaching
- set expectations and targets for staff and pupils in relation to examination results and evaluate progress towards these outcomes
- evaluate the teaching of the subject and use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching and learning
- ensure development of pupils' individual and collaborative study skills necessary for them to become increasingly independent learners both in and out of school
- ensure that teachers are aware of the subject's contribution to pupils' understanding of the duties, opportunities, responsibilities and rights of citizens
- take responsibility for the management of pupils by using effective strategies at an early stage, thus avoiding the need to refer problems to others
- establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.

### **Efficient and effective deployment of staff and resources**

Leaders identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely

- establish staff and resource needs for the subject and advise the Leadership Group of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the

school and subject plans and to achieve value for money

- prepare and manage the curriculum area's budget plan and be accountable for curriculum area expenditure
- deploy, or advise the Principal on the deployment of staff in the subject to ensure the best use of subject, technical or other expertise
- ensure the effective and efficient management and organisation of learning resources, including ICT
- maintain existing resources and explore opportunities, including preparing bids, to develop or incorporate new resources from a wide range of sources inside and outside school
- use accommodation to create and effective and stimulating environment for the teaching and learning of the subject including display
- ensure that there is a safe working and learning environment in which concerns are properly assessed reported and acted upon

### **Line Leader Role**

- Line lead in accordance with the School's Performance Management Policy and structure.
- Meet regularly with these staff, identify training needs and act as their reviewer and coach for the purposes of performance management.
- Induct staff effectively into School policies and continuously model and reinforce high standards.

### **General Responsibilities**

- Promote the values and ethos of the School in accordance with the Code of Conduct.
- Identify personal training needs with line leaders and work actively to develop professional expertise by participating in ongoing professional development.
- Support the professional development of colleagues.
- Ensure that personal knowledge base is in keeping with the School's needs at



all times, to undertake all duties with due regard for Health and Safety regulations and Child protection.

- Comply with all School policies including the Staff Code of Conduct.
- Contribute to the School duty rotas and enrichment programme.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority

#### ***Any Other Duties***

- **Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

