

Park High School

TLR Responsibility- Job Description

JOB DESCRIPTION:	Mathematics Raising Attainment Key Stage Leader TLR 2b
STATUS:	FULL TIME
RESPONSIBLE TO:	Head of Department
JOB PURPOSE:	Actively supporting the vision and values of Park High School, the post holder will work to provide professional leadership and management for Mathematics, ensuring the department delivers high quality teaching, effectively using the resources available and aiming to raise standards of learning and achievement for all students.

Other specific duties applicable to this post:

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at the discretion of the Headteacher.

Specific Responsibilities

Support the strategic direction and development of the subject:

- to have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives;
- implement policies and practices for the subject which reflect the school's commitment to high achievement through effective teaching and learning;
- ensure that staff are clear about the importance and role of the subject in contributing to students' spiritual moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and experiences of adult life;
- use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those students;
- monitor the progress made in achieving department's targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement;
- to regularly review the progress towards the targets set in the Departmental Development Plan and provide regular progress updates to the Head of Department, to ensure that they are fully aware of all successes, issues and concerns.

In all elements of Teaching and Learning, support the Head of Department:

- to monitor and evaluate the department's Key Stage specification schemes of learning;
- to engage all subject staff in the creation, consistent implementation and improvement of the schemes of learning;
- ensure curriculum coverage, continuity and progression in Key Stage Mathematics for all students, including those of high ability and those with special educational or linguistic needs;
- to ensure that internal Key Stage examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group;
- to initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject;
- ensure effective development of students' literacy, numeracy and information technology skills through the subject;
- to support the Head of Department in implementing clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement;
- evaluate the teaching of the subject and to use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching and learning;
- to provide quality assurance monitoring and intervention with all subject staff;
- to monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes;
- to provide regular feedback to the Head of Department to help the school evaluate its practice;
- to assist the Head of Department in the regular review of the standards of leadership, teaching and learning in the subject area;
- to ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

Leading and managing staff:

- help staff to achieve constructive working relationships with students;
- establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
- to assist with inducting NQTs and new staff;
- to participate in Performance Development as required by the school policy and use the process to develop the personal and professional effectiveness of the staff;
- to act as a Performance Development mentor for identified teachers.

Efficient and effective deployment of staff and resources:

- establish resource needs for the subject and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
- ensure the effective and efficient management and organisation of learning resources, in conjunction with ICT Manager, foster and oversee the application of ICT in Key Stage Mathematics, including development of materials for the VLE;
- maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
- use accommodation to create an effective, well ordered, attractive and stimulating environment for the teaching and learning of the subject;
- ensure that there is a safe working and learning environment in which risks are properly assessed (health and safety).