



JOB DESCRIPTION

CURRICULUM LEADER: MATHS

- Responsible to:** The Head teacher and designated SLT line manager.
- Responsible for:** The leadership, management and oversight of the work of all teachers working in the Maths Faculty. The organisation and development and teaching of all subjects in the Maths Faculty.
- Principal Purpose:** To promote and develop the teaching of the department within the school consistent with National, local and school policies for teaching of the department subject.

MAIN TEACHING DUTIES

- 1 To carry out the duties of a teacher as outlines in National agreements.
- 2 To assist the Headteacher in delivering the school's policy in respect of legal, moral and educational obligations placed upon it by Education Acts.
- 3 To participate in the school's performance management processes
- 4 To participate in the school's pastoral programme
- 5 To work within agreed school and Faculty policy guidelines regarding teaching, record keeping and assessment of pupils.
- 6 To teach throughout the age and ability range, following appropriate schemes of work for all years and ability levels.
- 7 To attend various school meetings as required within directed time.
- 8 To participate in relevant INSET activities and review methods of teaching and learning, and programmes of work.
- 9 To participate in the development of schemes of work and resource material for the faculty.
- 10 To participate in cross-curricular developments within the school.
- 11 To contribute to and promote community activities within the ethos of a community school.
- 12 To contribute to the programme of extra curricular activities.
- 13 To undertake additional duties under the reasonable direction of the Headteacher.

MAIN CURRICULUM LEADER DUTIES

- 1 To be responsible for the management, development and organisation of the Maths Faculty within the whole school framework. To be responsible for the oversight of the working environment in Maths Faculty areas.
- 2 To fulfil the role of the Curriculum Leader as presented in the Staff Handbook.
- 3 To be responsible for all aspects of the teaching of the department subjects to all ability and age ranges, up to 16. This to be carried out through the process of course development, supporting staff, monitoring, evaluating, reviewing, setting objectives, chairing meetings.
- 4 To be responsible for record-keeping and assessment procedures within the Maths Faculty in accordance with National, local and school policies.
- 5 To be responsible for the organisation and administration of resources within the Maths Faculty area.
- 6 To manage the allocated budget and ensure delivery of the action plan and day to day resourcing of the subject.
- 7 To monitor spending to stay within the budget allocation and achieve Best Value where possible.
- 9 To support the professional development of staff within the Maths Faculty, acting as a role model of good teaching practice. To undertake the performance management of Maths Faculty staff in line with school procedures.
- 10 To ensure the effective induction of new staff and to support ECT development.
- 11 To develop a positive learning environment by supporting subject staff in the behaviour management of pupils in the Maths Faculty.
- 12 To be responsible for the Maths Faculty's participation in whole school working groups as required.
- 13 To be responsible for the oversight of the promotion of cross-curricular links within the school
- 14 To be responsible for curriculum liaison 5 – 18 as required. To liaise with outside agencies as required and take a leading role in the Heads of Maths group in the consortium of local schools.
- 15 To promote the development of Literacy and ICT to enhance learning across the Maths Faculty.
- 16 To encourage Maths Faculty staff to initiate and participate in extra-curricular activities.
- 17 The post holder is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

Updated March 2022