JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Numeracy Lead	**Grade:** MPR/UPR + TLR
Job Family: Teaching	

Overall Purpose of Job:

As a Numeracy Lead, you will lead and oversee the implementation of Trust numeracy interventions to support the accelerated progress for students, challenge the more able and develop a love of numeracy across the academy.

Main Responsibilities:

1. You will lead staff development of the Trust numeracy strategy and whole academy development of numeracy across the curriculum.
2. You will assist in developing policies and procedures, in line with academy policy, to ensure high achievement and effective teaching and learning.
3. You will use data on student performance to inform policy and practice, identify underachieving students, and monitor the impact of numeracy interventions strategies across the academy.
4. You will lead regular review meetings to ensure interventions are monitored, reviewed, and recycled to maximise student progress towards age-related expectations.
5. You will assist the senior leadership team in considering, planning, and reviewing the intent, implementation and impact of any numeracy interventions and practices.
6. You will assist the senior leadership team in establishing plans for the development of the whole academy numeracy that supports the academy improvement plan.
7. You will work as part of the teaching and learning team, leading and co-ordinating a team of numeracy tutors
8. You will establish clear expectations and constructive working relationships among staff involved with the numeracy strategy, including through team working and mutual support, devolving responsibilities and delegating tasks as appropriate.
9. You will act as a positive role model for others.
10. You will evaluate practice, appraising staff as required by the academy policy and using the process to develop the personal and professional effectiveness, auditing the training needs of subject staff.
11. You will coach members of staff to develop teaching and learning within the department and enable numeracy tutors to achieve expertise in their subject teaching.
12. You will work with the SENCO and other staff with special educational needs expertise, to ensure that work is matched to individual student needs.
13. You will ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
14. You will complete relevant documentation to assist in tracking student progress and use this information to inform teaching and learning.
15. You will recognise and celebrate student achievement.

General

16. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
17. You will participate in training and other learning activities and performance development as required.
18. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.

19. You will ensure strict confidentiality in all areas of work.
20. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
21. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
22. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
23. You will always comply with the Trust's policies and procedures.
24. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE AND EXPERIENCE

Essential
- A good degree (A/C)
- A teaching qualification together with Qualified Teacher Status (QTS) (A/C)
- A strong and secure subject knowledge in Maths up to GCSE (A/I)
- Recent and relevant teaching experience (A/I/R)
- Experience of assessment at key stage 3 and 4 (A/I/R)
- Awareness of the strategies available for improving the learning and achievement of all students (A/I)
- Confidence in the use of standard computer packages and how these can be used to enhance student learning (A/I)
- Able to work independently and collaboratively as a member of a team (A/I)
- Enthusiasm for your subject area (A/I)
- Creative in problem solving together with willingness to take on and try new approaches and ideas (A/I)
- Ability to relate to students in a pleasant and sympathetic manner and to recognise potential safeguarding issues (A/I/R)
- Able to communicate both orally and in writing to students and their parents (A/I/R)
- Able to communicate high expectations to all students (A/I/R)
- Willingness to share good practice across the department and beyond (A/I/R)

Desirable
- Strong ICT skills (A/I/R)

BEHAVIOURS

- Proactive
- Organised
- Motivational
- Inspiring
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy
- Honest

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principal within the Academy.

Support Staff – in daily contact with support staff who are involved in classroom support, administration, finance, facilities and health and safety.

Trust Staff – in regular contact with Trust staff within the Education team (Directors of Learning, Subject Directors, Executive Leaders) and Teaching Schools

External – in regular contact with students, AAB members, parents/carers, external agency professionals, and visitors to the Academy

***Note*:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.