



# The Radclyffe School

“Working Together for Excellence”

## **JOB DESCRIPTION**

### **Maths KS4 Assessment and Intervention Lead**

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers' Pay and Conditions of Service and the Teachers' Standards.</li><li>• Ensure a high-quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence.</li><li>• To contribute to raising standards of student achievement and attainment in Maths.</li></ul>
<b>Reporting to:</b>	Head of Faculty
<b>Responsible for:</b>	Students and School Resources
<b>Liaising with:</b>	Head/Deputies, AHT (Assessment and Reporting), teaching and support staff, parents, Local Authority and other external agencies
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	In accordance with the current Teachers' Pay and Conditions Document (195 days, 1265 hrs directed time). Full-time.
<b>Salary</b>	Qualified Teacher Main /Upper Scale according to salary assessment plus, TLR 2C £7,645

## **LEADERSHIP**

1. Support curriculum implementation through the production and quality assurance of shared resources in Maths
2. To create KS4 assessment materials to accurately identify what students know and can do linked to MTPs and GCSE specification
3. To moderate data entries and reporting to parents
4. To liaise with exam officer for all exam entries and PPE provision
5. To support with setting/ grouping decisions at KS4
6. To manage spreadsheets and other data systems effectively
7. To work with the KS4 curriculum lead to ensure that all assessments are fit for purpose
8. To support the Head of Faculty with developing actions following QA activities in Maths as required
9. To support and mentor trainees, Teach First participants and ECTs as required in Maths
10. To lead on specific areas of curriculum development work in Maths as directed by Head of Faculty
11. To work with Head of Faculty and SLMT curriculum liaison to plan and deliver subject CPD
12. Take an active role in the Maths management team to provide pedagogical guidance to support curriculum development

13. Actively engage with current educational research and disseminate this to the faculty.
14. Attend and contribute to faculty and management team meetings
15. Plan and prepare lessons to teach classes across the age and ability range (KS3 and 4)
16. Teach students according to their educational needs, including the planning and assessment of work carried out by the student in school and elsewhere
17. Communicate effectively and professionally with parents and carers on student progress and welfare, after consultation with appropriate staff
18. Liaise with pastoral leaders to ensure the implementation of the school's pastoral system, including the identification of any perceived student difficulties and possible resolutions
19. Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
20. Assist in the implementation of the Behaviour for Learning policy and the Five Respects so that effective learning can take place, including high expectations in respect of punctuality, standards of classwork and home learning
21. Share in the management of the behaviour of students including the break duty rota
22. Maintain appropriate records and provide relevant accurate and up-to- date information for Management Information Systems (MIS), registers, etc.
23. Complete the relevant documentation for the tracking of students and to track student progress to inform teaching and learning and report to parents.
24. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools
25. Contribute to Personal Development according to the school policy
26. Assess, record and report on student attendance, progress, development and attainment
27. Undertake assessment of students as requested by external examination bodies, departmental and school procedures
28. Mark, grade and give high quality feedback in line with whole school and faculty expectations
29. Assist the Head of Faculty and School Leadership and Management Team to establish, monitor, evaluate and develop Learning and Teaching and the curriculum
30. Take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

### **TEACHING AND LEARNING RESPONSIBILITIES IN MATHS**

31. Analyse Data with the support of the curriculum lead
32. Monitor progress of key disadvantage groups including SEND
33. Provide, or create assessments and reports at KS4
34. Plan and organise PPEs and year 11 entries
35. Lead on assessments and QLAs for KS4
36. Organise interventions and revision opportunities including external tuition for both key stages
37. Attend KS4 Raising Standards Team
38. Provide updates for the faculty of exam resources and changes to meet the need of the students, examining and awarding bodies and the schools aims
39. Share in the management and development of consistent pedagogy
40. Support LP and HOF with quality teaching, book looks and learning walks
41. Act as a role model demonstrating the culture, expectations and ethos of the Radclyffe School.

42. Support the Maths management team to ensure that Maths policy and practice continues to be well aligned with the whole school aims.

### **PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT**

43. Actively engage in the school's Appraisal process.
44. Take part in the school's staff development programme by participating in arrangements for further training and professional development
45. Lead by example and promote and enable team work in pursuit of corporate excellence
46. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
47. Follow the school's agreed policies for communications in the school
48. Co-operate with other staff to ensure resources are shared and used effectively and to the benefit of the School, Department and students.
50. Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

### **GENERAL RESPONSIBILITIES**

51. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
52. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
53. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description
54. Maintain confidentiality and observe data protection and associated guidelines where appropriate
55. Contribute to the school marketing activities, e.g. the collection of material for press releases
56. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher.

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

**The school will endeavor to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants or for any employee who develops a disabling condition.**

**Date:** March 2025

**Head teacher:** J Clegg

## Person Specification – Maths KS4 Assessment and Intervention Lead

	Essential/ Desirable	Application /Interview
<b>Education, Qualifications and Knowledge</b>		
Qualified Teacher Status	E	A
A degree or equivalent in Maths	E	A
Good understanding of the GCSE Maths	E	A/I
<b>Relevant Teaching Experience</b>		
Consistently teaching high quality lessons	E	A/I
Having knowledge of the national curriculum in Maths, and G.C.S.E courses	E	A/I
Planning and teaching well-structured Maths lessons (KS3 / KS4)	E	A
Raising standards of attainment and achievement at KS4	E	A
Setting high expectations which inspire, motivate and challenge students to make good progress	E	A/I
Making accurate and productive use of assessment	E	A/I
Creating suitable assessment materials to check what students know and can do	E	A/I
Using formative assessment to inform pedagogy	E	A/I
Adaptive teaching to support all students including those LPA and SEND students	E	A/I
Understand current educational research and the essential elements of high-quality Maths teaching and assessment.	E	A/I
Work confidently with spreadsheets and other data systems	E	A/I
Develop assessment materials for KS4 that show what students know and can do without generating unnecessary workload for teachers	E	A/I
Ensure that assessment in Maths is in line with the whole school 'principles of assessment'	E	I
Strengthen formative assessment in Maths	E	I
<b>Key skills, including interpersonal skills</b>		
Having a keen interest in your own development in Learning and Teaching	E	A/I
Working positively with support staff and other colleagues	E	A/I

Communicating successfully with colleagues and parents / carers	E	A/I
Work as a team member	E	A/I
Adaptable and be flexible	E	A/I
Communicate effectively	E	A/I
Lead when required	E	A/I