
THE SAINT JOHN HENRY NEWMAN SCHOOL

Job Description for Teacher in charge of Key Stage 5 Mathematics

Postholder:

TLR Allowance: 2

Date: September 2022

You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.

Part 1

You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

Part 2

You are required to carry out the duties of a Schoolteacher as set out in the current Schoolteachers' Pay and Conditions Document. This requires you to carry out such particular duties as the Headteacher may reasonably direct from time to time.

In addition you are required to undertake the responsibilities and duties specified below for which you receive a TLR payment, as outlined in the relevant annex to the school's pay policy. This TLR payment is for the co-ordination of Key Stage 5 Mathematics.

Part 3 – Job Purpose

1. To develop and implement policies and programmes for teaching, learning and assessment, in your area of curricular responsibility, throughout the school in accordance with whole school policy.
2. To organise the delivery of the curriculum in at least one Key Stage within your department in such a way as to meet the needs and maximise the potential of each individual pupil.

Key tasks associated with this include:

The Teacher in charge of Key Stage 5 Mathematics is responsible to the Headteacher, through the subject leader, for reviewing and developing the quality of teaching, learning and assessment in all key stage 5 Maths lessons. She/he is responsible for ensuring that each individual pupil experiences a high quality of education, which meets their individual needs and allows the pupil to experience success at a level commensurate with their ability. The Teacher in charge of Key Stage 5 Mathematics is responsible for ensuring that ALL pupils fulfil their academic potential in the subject at Key Stage 5.

The general duties of the Teacher in charge of Key Stage 5 Mathematics will include those common to all teachers and form tutors where appropriate in accordance with those job descriptions.

The Teacher in charge of Key Stage 5 Mathematics is responsible for the promotion of activities that enhance and extend the curriculum, and their safety, efficiency and effective impact on teaching and learning.

The role of the Teacher in charge of Key Stage 5 Mathematics lies at the heart of the education process and is directly related to teaching and learning. It is crucial in the establishment of an effective departmental team with a sense of purpose, which in turn will ensure a high level of pupil achievement.

Part 4 – Core Tasks

4.1 The Teacher in charge of Key Stage 5 Mathematics is responsible for curriculum and assessment arrangements and the planning of pupils' learning experiences in line with school policy at the Key Stage 5. This will include:

- 4.1.1 Leading curricular planning incorporating whole school policy.
- 4.1.2 Overseeing teaching approaches used by the subject team and advising on classroom management relevant to the subject matter.
- 4.1.3 Developing and selecting suitable learning resources and materials.
- 4.1.4 Organising learning programmes for Maths at Key Stage 5
- 4.1.5 Organising internal departmental arrangements for teacher assessment of pupils at Key Stage 5.
- 4.1.6 Completing regular pupil monitoring in line with school policy and as detailed in the school diary.
- 4.1.7 Overseeing pupils' learning reviews.
- 4.1.8 Encouraging pupils in the study of their subject.
- 4.1.9 Teaching the subject personally across the age and ability range wherever possible.
- 4.1.10 Developing and promoting an extra-curricular interest in the subject.

4.2 The Teacher in charge of Key Stage 5 Mathematics is responsible for the routine administration, documentation and organisation of the department at Key Stage 5.

- 4.2.1 Incorporating departmental planning into learning programmes.
- 4.2.2 Producing, implementing and evaluating the annual departmental development plan for Key Stage 5.
- 4.2.3 Devising and overseeing the maintenance of departmental records and updating set lists for Key Stage 5.
- 4.2.4 Ensuring that all required departmental documentation at Key Stage 5 is available for inspection.

- 4.3 The Teacher in charge of Key Stage 5 Mathematics is responsible for the leadership and management of a team of teachers and support staff.
 - 4.3.1 Managing and supporting the work of the teaching and non-teaching staff in the department by induction, guidance and advice.
 - 4.3.2 Ensuring the highest standards of teaching and assessment within the department and giving advice to departmental members so that these may be maintained.
 - 4.3.3 Supporting departmental members in their classroom discipline thus ensuring that the conduct and behaviour of pupils is conducive to effective teaching and learning.
 - 4.3.4 Monitoring the quality of teaching and learning in all classes within the department in the Key Stage 5 by assessment and evaluation of the work of departmental members. Performing learning walks, work scrutinies and book scoops.
 - 4.3.5 Encouraging departmental members to keep abreast of developments in their subject area.
 - 4.3.6 Encouraging all departmental members to take an active interest in professional development and to be involved in INSET and career development as appropriate.
 - 4.3.8 Carrying out the appraisal of members of the department as appropriate and in accordance with school policy and agreed appraisal structure.
- 4.4 The Teacher in charge of Key Stage 5 Mathematics is responsible for monitoring and evaluating the work of the department at Key Stage 5.
 - 4.4.1 Evaluating the quality of work in the Key Stage 5 using evaluative assessment to ensure the highest standards of teaching, learning and assessment.
 - 4.4.2 Using teacher appraisal to evaluate the work of the department at key stage 5.
 - 4.4.3 Evaluating the pupil learning within the department at Key Stage 5.

In addition to these specific responsibilities, the Teacher in charge of Key Stage 5 Mathematics will be expected at all times to set an example of professional conduct and to maintain the ethos and distinctive Catholic nature of the school. She/he will be expected to play a part in the leadership of the school, and to contribute to the well-being and development of the school by the supervision of pupils, guidance of teachers and advice to various working groups and the Leadership Group.

Signature of Postholder:.....

Date:.....