



JOB DESCRIPTION – MATHS LEADERSHIP POSITION

SPECIFIC RESPONSIBILITIES

1. Core Purpose

The post-holder will:

- provide leadership and support with day-to-day operational management in mathematics, helping to secure high quality teaching and the effective use of resources to bring about the highest standards of achievement for all pupils;
- play a role within the maths leadership team, supporting with tasks required to ensure that successful running of the ADR calendar across the department.
- communicate with staff within the department as required to maintain standards of excellence within the department.
- complete any other relevant tasks as directed by the CTL.

2. Role Description

a) Teaching:

- The post-holder will fulfil all aspects of the maths teacher job description, and will set high standards by example in classroom practice.

b) Pupils

In co-operation with the CTL, the post-holder will:

- organise grouping of pupils and help to ensure high standards of teaching and learning. This will include the allocation of individual pupils to classes during the school year.
- manage assessment, monitoring and reports in line with school policies and procedures;
- ensure that special educational needs are met within the subject through effective liaison with the SENCO, LSAs and other staff;
- help to assure quality of teaching and preparation for assessments in the subject, inclusive of revision sessions for upcoming assessments.

Principal: Mr Leon Lima

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Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX

t: 01202 527 818
e: info@glenmoorandwinton.org.uk
w: glenmoorandwinton.org.uk





c) Management of Processes and Resources

The post-holder will:

- lead meetings where requested to ensure the smooth running of the subject as directed by the CTL;
- keep the work of mathematics leadership under review by contributing to school evaluation processes;
- use data to provide colleagues with summaries, trends and reports;
- make use of the established processes of ordering, purchasing and maintaining resources and equipment within the faculty.

3. Lines of Reporting

The post-holder will be responsible to the head of maths.

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