

Job Description

Job Title:	Maths Curriculum Team Leader
Grade:	Depending on experience +TLR +SEN
Department:	Maths
School:	Mayesbrook Park School
Reports to:	Headteacher
Responsible for:	Maths subject leadership
Number of Posts Supervised Managed:	Up to 6 as required

1. Purpose of the Job

To lead the development of outstanding Maths practice

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head teacher

2. Main Activities

Be responsible for Maths and to lead and manage the Maths team through regular monitoring, evaluation and review.

- Support and implement whole-school decisions
- Support the raising of achievement for all students
- Deploy staff and other resources effectively
- Ensure consistency of practice across the subject
- Set standards, develop vision in others and cause improvement
- Lead, manage and develop a coherent curriculum that fulfils statutory requirements and achieves challenging targets
- Develop provision for the teaching of Maths within and across the curriculum
- Ensure continued delivery of high quality teaching and learning in this area
- Develop, motivate and support staff with regard to inclusive practices
- Attend, organize and lead appropriate meetings for staff with regard to Maths
- Ensure effective liaison takes place with teaching staff, parents/carers, outside agencies, administration staff and others, as and when required to support student achievement and progress across the school
- Ensure that schemes of work meet statutory and legal requirements and that they provide a range of teaching and learning methods
- co-ordinate and promote the effective teaching of literacy across the curriculum in partnership with the SENCO
- Ensure that students' work is marked and assessed in accordance with school policy and that whole school assessment and recording procedures are followed

- Ensure that lessons are planned and delivered in accordance with the school's policy
- Keep abreast of national and local curriculum developments and support the school in appropriate curriculum change
- Support staff in their development and training.
- Ensure that literacy and reading is differentiated so that all students can access their learning and receive appropriate support and challenge
- Ensure that support staff are effectively deployed in Maths
- Ensure that children are safeguarded and well
- Ensure that learning materials and activities provide a range of experiences which acknowledge students' capabilities and differences
- Use data effectively to demonstrate outcomes and raise standards
- Undertake any other duties reasonably requested by the Head teacher, commensurate with the post and reflecting school priorities

Strategic Leadership:

- Under the direction of the Head teacher develop effective practice that has a positive impact on the experience of all students in Key Stage 3 and Key Stage 4 and contributes to raising standards of attainment, behaviour and achievement
- Working in partnership with the Head teacher to set tasks which challenge students and ensure high levels of interest

Operational role:

- Lead department meetings and attend other meetings where appropriate
- Maintain and update comprehensive records
- Manage resources to ensure value for money
- Ensure that student data about progress, attainment and achievement is used effectively to improve student outcomes
- Participate in public and internal examination arrangements as well as other assessment programmes
- Keep records of students' attendance, classwork and homework, ensuring that school assessment and recording procedures are followed
- Be responsible for the room(s) in which he or she teaches regarding appearance and display, and for resources and equipment as appropriate, ensuring a well organised, positive and stimulating learning environment
- Leading the department's work in curriculum development regarding courses of study, teaching materials and methodologies used
- Undertake additional administrative duties as directed by the Head teacher
- To undertake the role of mentor for students in a given form group

Quality and Standards:

- Be responsible with the SENDCO for literacy assessment including reading and spelling age of all students on arrival and for monitoring progress in this area and arranging appropriate interventions during their time at the Centre.
- Prepare reports where necessary
- Contribute to the school's monitoring and evaluation processes
- Adhering to all agreed departmental and whole school policies e.g. Marking, Homework, SEND and Equal Opportunities
- Participate in public and internal examination arrangements as well as other assessment programmes
- Have a working knowledge of teachers' professional duties and legal liabilities and adhere to the Teachers' Standards
- Take responsibility for own professional development and duties in relation to school policies and practices

Teaching and Learning:

- Teaching appropriately the students assigned to him/her according to their needs. This includes the setting, marking, assessing of classwork, homework, projects and visits, where appropriate
- Act as a role model in the provision of high quality teaching, learning and assessment
- Contribute to the school's monitoring and evaluation processes
- Keep records of students' attendance, classwork and homework
- Endeavour to give every child the opportunity to reach their potential and meet high expectations

Staff, Resources and Accommodation:

- Take an active part in line management
- Ensure the appropriate standards of care among students in relation to the subject and school environment

Community:

- Ensure there is an effective dialogue with parents/carers, outside agencies, community partners and partner organizations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate
- Liaise with external partners and ensure positive relationships with members of the wider community

General:

- Maintain a high profile in the school
- Attend and participate in regular meetings
- Support school functions as appropriate
- Contribute to the development and implementation of the department development plan and action plans

- Participate in the school's arrangements for assemblies and other events
- Undertake self-review and engage in regular Performance Management as required
- Establish effective working relationships and set a good example through personal presentation and professional conduct
- Work closely with Maths teachers on other campuses

These responsibilities and duties may be subject to variation, as the school's needs change at the reasonable discretion of the Head teacher. You may be required to teach staff or manage on any of the three campuses within Alternative Provision depending on the needs of the service.

3. Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

4. People Management

- Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the Council, Department and School and are able to successfully implement decisions.
- Responsible for setting clear objectives for these staff, and annually review performance against these objectives.
- Undertake staff management and supervisory responsibilities, including the recording of absences, appraisal, recruitment, development, welfare, discipline, deployment, motivation, etc.
- Foster teamwork involvement with staff to increase performance. Create an environment for ideas and innovations to be explored and work practices challenged. Encourage staff to meet their full potential.
- Make sure that full confidentiality is respected by all staff.

5. Statutory Requirements:

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

All teaching staff are required to carry out their general teaching and pastoral responsibilities in accordance with the provisions of the Schoolteachers' Pay and Conditions Document and are subject to the Conditions of Service for school teachers in England and Wales.

6. General Accountabilities and Responsibilities

1. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.

2. Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
3. Undertake a proactive, committed approach towards the Council's Best Value ethos.
4. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
5. Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.
6. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
7. Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
8. Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.