Job Description

Job Title:	Subject Leader for Mathematics
Location:	Lodge Park Academy
Job Purpose:	Subject Leaders have responsibility for supporting the overall academic attainment of a subject area within their Department through either leading on one sub-section or age range (termed within this job description as 'area'). They also play a vital role in contributing to the culture, ethos and strategic direction of the whole Academy. You will provide professional leadership within the subject area through strategic direction, securing high quality teaching and learning, effective use of resources and improved standards of achievement and leadership of those teachers and associate staff working within your area.
Background:	**The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.**
Reporting To:	Vice Principal
Salary:	DEP7 to DEP9 (£35,571 to £38,250) and TLR1.4 (£12,898)

Key Responsibilities

Purpose:

Part 1 You are required to carry out the duties as set out in the relevant paragraphs of the current School Teachers Pay and Conditions document. The post requires you to teach pupils in the age range 11-19 and with others outside that age range as required for transition and outreach work.

Part 2 You are required to undertake the following responsibilities within the framework of Academy Policy and National Regulations and to exercise the authority delegated from the Principal to ensure that all aspects of the job description are effectively delivered and to be accountable for each aspect as detailed in the sections below.

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All staff and volunteers are expected to share this commitment

You will provide professional leadership within the subject area through strategic direction, securing high quality teaching and learning, effective use of resources and improved standards of achievement and leadership of those teachers and associate staff working within your area. Working with your line manager you will influence and support the development of the best possible team ethos and approach to achieve the best outcomes for the students.

Key Duties and Responsibilities

- Co-ordinate the constant evaluation of work in your area.
- Monitor assessment for learning, appropriate to target setting, helping future learning and reporting to parents within your area.
- Manage curriculum plans which deliver coherence, continuity, personal learning and thinking skills and academic development for students in your area and ensure they are properly delivered and reported. This includes both timetabled and other activity.
- Plan and implement intervention work within your area at all levels (right across the ability range) to maximise the performance of all students and sustain high positive value added for your subject when compared to national benchmarks.
- Co-ordinate the maintenance and use of learning resources within your area
- Support staff to form constructive professional relationships with students and each other, and to go beyond operating policies and systems to manage behaviour and performance, and to actively support and encourage positive responses.
- Ensure all staff in your department have appropriate arrangements for Performance Management in line with Academy policy. Contribute to professional development of your team, Department and cross-Academy as required including ITT, students, NQT staff and other trainees in liaison with Department and Academy leadership.
- Contribute actively to the subject area planning and allocation of resources.
- Contribute to the subject area style of teaching and learning taking account of aspects of relevant specialist subjects
- Attend and contribute to the work of Subject Leadership meetings as required within the Academy calendar and at other times when necessary.
- Coordinate and lead meetings within your department area as required.
- Line manage members of the department.
- Produce, monitor and review subject improve plans and self-evaluation documentation.
- Analyse data to monitor and improve student progress and attainment.
- Support the line manager to decide on the awarding body and specification for courses in consultation with your line manager and SLT.

- Ensure that all assessment is in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes and any other subject specific instructions.
- Promote the enrichment your area can make to the overall experience of students at Lodge Park both within and outside lessons

Detailed below are teaching responsibilities.

This Job Description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

- You are required to carry out the duties as set out in the relevant paragraphs of the current School Teachers' Pay and Conditions document. The post requires you to teach pupils in the age range 11 to 19 and with others outside that age range as required for transition and outreach work.

In carrying out these duties you will need to work in compliance with all Academy policies and procedures as set out by the Trust and Governing Body and the reasonable direction from colleagues with the relevant position of responsibility.

You will have the role of Form Tutor, even when a form has not been assigned to you, and may be asked to carry out some or all of those duties if required.

In addition you will continuously evaluate and review your role and propose improvements to this Job Description in the light of experience as part of the performance management process. You will also be required to carry out any other additional duties as might reasonable required by the Principal.

- To maintain a thorough and up to date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.
- To plan lessons/activities/tutorials and sequences of lessons to meet students' individual learning needs
- To use a range of appropriate strategies and follow Academy policies for teaching/tutoring, behaviour management and classroom management

- To do all that you can to ensure that you safeguard and promote the welfare of students in the Academy
- To set well-grounded consistent expectations for students in your teaching and tutorial groups using information about prior attainment
- To assess, monitor and record the progress of students in your teaching (and tutorial groups) and give them clear and constructive feedback
- To do all you can to ensure that, as a result of your teaching (and tutoring), your students achieve well relative to their prior attainment, making progress as good as or better than similar students nationally and in the Academy
- To take responsibility for your own professional development and use the outcomes to improve your teaching (and tutoring) and your students' learning
- To make an active contribution to the policies, aspirations and plans of your Department and the Academy.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

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Person Specification

ESSENTIAL

Qualifications

- A degree in an appropriate specialist subject.
- Nationally recognized teaching qualification

Teaching Skills, Knowledge and Experience

- The skills, knowledge and understanding necessary to teach across Key Stages 3 and 4
- Ability to teach Key Stage 5 desirable but not essential
- A very good classroom teacher, demonstrating ability to innovate
- Understanding of current curriculum issues in relation to teaching subject/s
- Able to show evidence of the use of technology in teaching and learning

Leadership skills, knowledge and experience

- A proven track record of measurable impact as an individual teacher and at department level
- Be flexible and responsive to a changing educational environment
- Contribute to whole academy initiatives

Communication skills, knowledge and experience

- Committed to working co-operatively with young people; able to communicate sensitively, imaginatively and effectively with them
- Able to create a team ethos
- Able to motivate and encourage problem solving
- Able to communicate effectively with parents to represent the Academy positively and feedback information as appropriate

Professional Development

- Able to seek and understand development opportunities for self and others
- Committed to career progression and own professional development
- Willing to contribute to the professional development of others

Attitude and Motivation

- Well motivated, enthusiastic and prepared to work hard
- Honest
- Good organisation and time management skills

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Academy Ethos

- Have high expectations of what students and staff can achieve
- Fully supportive of the aims and ethos of a successful Academy
- Able to develop and co-ordinate a sustainable strategy towards extra-curricular activities

Equal Opportunities

- Have regard to provide equality of opportunity for all

Health and Safety

- Aware of Health and Safety and Safeguarding as appropriate to role

Health and Appearance

- Good attendance and punctuality record
- A willingness to dress professionally in accordance with the culture of the organisation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This post requires an Enhanced DBS Clearance check.

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