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| **UXBRIDGE HIGH SCHOOL JOB DESCRIPTION:**  **ASSISTANT CURRICULUM LEADER – MATHS**  **KS4 INTERVENTION** | | |
| **Responsible to:** | | Curriculum Leader |
| **Grade:** | | Main/ Upper Pay Range & TLR 2B |
| **Overview of role expectations** | | |
| In this role you will support and assist the Curriculum Leader in the delivery of the Maths curriculum by aiming for conditions in which teachers can operate at their optimum effectiveness so that all students achieve their full potential. | | |
| **Responsibilities and Tasks.** | | |
| As Assistant Curriculum Leader, in addition to carrying out the professional duties specified in the Teachers’ Pay and Conditions Document, he/she will be responsible to the Curriculum Leader, Principal and Leadership Line Manager for the following specific areas: | | |
| 1. | Intervention strategies:   * To co-ordinate intervention strategies to support and narrow the gap of identified groups of students, eg pupil premium, White British boys, most able students. * To monitor and narrow the gaps in performance between groups of students with a particular focus on improving outcomes for identified groups of students (eg pupil premium, White British Boys, students with low levels of prior attainment.: * To support the Curriculum Leader – Maths in developing and monitoring the curriculum area’s assessment and identification of gaps in performance between groups of students, with a particular focus on Uxbridge High School’s target groups. * To monitor the progress made by students who are not achieving targets in Science and use this information to plan future developments. * To lead, organise and support targeted intervention across the curriculum area through delivering and teaching focussed Science intervention to groups of targeted students across all year groups. * To oversee the production of dynamic schemes of work, incorporating a range of teaching and learning styles, including use of ICT and approaches to differentiation, to enable colleagues to select the most appropriate teaching and learning methods and resources to improve outcomes for targeted students. * To co-ordinate and deliver extra booster sessions across year groups. | |
| 2. | Raising Student Achievement:   * To assist the Curriculum Leader with planning, co-ordination and implementation of procedures for assessment, recording and reporting, including grouping criteria and exams. * To provide guidance and support on use of data to inform teaching and learning and developing the effective use of data to challenge expectations, raise attainment and improve the quality of intervention and progress of students. To work with the Assistant Curriculum Leaders – Maths to quality assess the impact of tracking on progress and intervention. * To assist the Curriculum Leader to promote a purposeful, disciplined and thriving learning environment within the Curriculum Area which aims to raise student expectations and self-esteem. * To implement appropriate interventions to tackle under achievement and progress of identified groups. To ensure these interventions are targeted, measurable and have high impact on the progress of students within Uxbridge High School’s targeted groups. * To liaise with the Curriculum Leader and Assistant Curriculum Leaders and other staff across the school including, but not restricted to, the FLC Co-ordinator, subject teachers and year teams on assessment and intervention matters. * To develop and lead extra-curricular and enrichment activities as intervention strategies to support the progress of students. | |
| 3. | Staff Development   * To support the Curriculum Leader in managing the development of staff in accordance with whole school, Curriculum Area and individual needs, including delivering training on intervention for all staff. | |
| 4. | Other Management Roles   * To deputise for the Curriculum Leader to represent their area through the school’s consultative structure and to consult with the Principal / Leadership Line Manager on matters concerning their Curriculum Area. * To represent their Curriculum Area as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools, etc. * To assist the Curriculum Leader to manage and monitor the resources available for intervention work and to allocate any devolved budget. * To assist the Curriculum Leader to manage and monitor the application of the school discipline policy. * To support and challenge other Science teachers or other members of the Curriculum Area to ensure high quality teaching. * To contribute to the overall management of the Curriculum Area, deputising when necessary for the Curriculum Leader. | |
| In addition the role includes a teaching load.  Adherence to all safeguarding and other policies and procedures in place at Uxbridge High School. | | |
| Name of Post Holder: Signature:  Date: | | |