

Job Description

Job Title: Curriculum Leader: Mathematics
Responsible To: Deputy Principal

Main Purpose of the Job

- To be accountable for a discrete Curriculum area and to support, hold accountable, develop and lead a team of people focusing on this area in order to raise standards of student attainment and achievement.
- To carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal.
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

- **Students:** accountable for the oversight of learning of all students.
- **Staff:** accountable for the direct line management of a significant number of colleagues. This will include subject leaders, teaching staff and other relevant personnel within the department.
- **Resources:** accountable for the teaching and learning budget allocated to this curriculum area; the physical learning environment.

Key Accountabilities

Strategic Direction and Development: Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole College improvement.

- Develop and implement policies and practices which reflect the College's commitment to high achievement and effective teaching and learning.
- Develop and implement policies and practices which reflect the College's commitment to the five outcomes for children within the Every Child Matters agenda.
- Lead developments across the curriculum area which identify clear targets, timescales and success criteria i.e. the Curriculum Area Development Plan.
- To monitor and evaluate progress against the Curriculum Area Development Plan including the quality of teaching and learning.
- To lead the development of syllabus choice and schemes of learning, taking account of College and National trends.
- To ensure the maintenance and availability of accurate and up to date information about the Curriculum area.
- To analyse departmental and college data to ensure that student performance targets are in line with whole College targets.
- To create a positive atmosphere for learning for all students across the Curriculum area including the management of behaviour.
- To contribute to the development of College policy.
- To act as a champion for your Curriculum area and contribute to whole College issues.
- To implement College policies and procedures e.g. Equal Opportunities, Health and Safety, SEN, Literacy, Numeracy and ICT across the curriculum area.
- To ensure provision for safeguarding and promoting the welfare of students across the subject area in lessons and other activities.

Leading and Managing Staff: provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning.

- To develop and sustain a shared vision and common purpose and to secure commitment from your team.
- To be a positive role model for your team.
- To develop team-working strategies.
- To oversee the co-ordination of INSET provision that meets the training needs of the team.
- To use coaching and mentoring strategies as appropriate to develop team members.
- Line Management of a team to include Performance Management.
- Where relevant to provide advice on threshold, upper pay spine and other professional development opportunities.
- To be aware of the welfare and wellbeing of staff in the Curriculum Area

Teaching and Learning: secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.

- Pedagogy and methodology - to draw upon best practice in teaching and learning and share across the team e.g. learning styles and thinking skills.

- To develop the use of lesson observations to improve practice i.e. part of College self-evaluation and review and internal procedures.
- To ensure marking and assessment across the Curriculum area is in line with College policies (including AFL policy) and meet exam board criteria.
- Reporting on student progress.
- Educational enhancement (*booster classes, trips and visits*).
- To establish and develop the process of target setting across the Curriculum area in line with curriculum practice and work towards their achievement.
- Co-ordinate praise, rewards and good news/publicity about student participation and achievement monitor student progress and implement intervention strategies.

Deployment of Resources: identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely.

- To manage the teaching and learning budget of the Curriculum area to ensure Best Value for Money.
- To ensure that the Curriculum area's teaching commitments are effectively and efficiently timetabled and roomed.
- To deploy resources to maximise student learning.
- To oversee the use of accommodation and resources to create a positive learning environment.
- To co-ordinate the organisation and maintenance of equipment and stock.
- To implement College policies, procedures and risk assessments with regard to Health and Safety e.g. COSHH.
- To oversee the effective, efficient deployment of student teachers to ensure curriculum and pastoral continuity.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Curriculum area with the cover supervisor/relevant staff.
- To be responsible for the efficient and effective deployment of the Curriculum area's technician/support staff.
- To participate in the selection of staff new to the College and/or to teaching and to ensure effective induction.
- To set up review procedures to support staff promoted to new posts within the Curriculum area.

Communication

- Communicate and consult with parents and Governors where appropriate.
- To contribute to the corporate life of the college and represent the Curriculum area through effective participation in meetings e.g. Curriculum Leaders; Leadership Team and Key Stage discussions.
- To liaise with external agencies as appropriate.
- To chair meetings.
- To take responsibility for Curriculum area in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with other schools.
- To represent the wider Curriculum area as and when required.

Curriculum Development

- To lead on and evaluate Curriculum development and provision (syllabuses/schemes of work) across the subject area in order to ensure appropriate challenge and success for every student.
- To keep up to date with National developments in the curriculum area and teaching practice and methodology.
- To actively monitor and respond to Curriculum development and initiatives at National, Regional and local levels.

Quality Assurance

- To ensure the effective implementation of High Reliability protocols across the Curriculum area.
- To evaluate the practice within the department and reporting and evaluate on examination performance in line with the College self-evaluation process.
- Developing the use of Student Voice across the Curriculum area.

Refer to the current 'Conditions of Employment for Teachers other than Head Teachers' from School Teachers' Pay and Conditions Document from the DfE.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A. This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually.