**Job Description**

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| **Post title:** | Subject Leader Key Stage 3 or 4 |
| **Reporting to:** | Leading Teacher of Maths |
| **School:** | Walton High |

# Main purpose of the job:

**Be responsible for the day to day leadership of Key Stage 3 or 4 Maths at one or other of the Walton High sites. Working with Subject Leaders and the Leading Teacher of Maths to:**

* Improve the quality of Teaching and Learning and improve outcomes for students
* Support colleagues to embed AfL, Building Learning Power and student centred learning that is at the heart of Walton High’s Learning and Teaching Policy. This to be achieved through modelling best practice, mentoring and coaching.
* Monitor, evaluate and be accountable for the quality of Teaching and Learning.
* Ensure that Policies and Practice to Support Outstanding Learning are implemented consistently.
* Establish clear targets for students’ achievement, and evaluate progress and achievement by all students.
* Use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action to support those students.
* To support the wider aims of the Milton Keynes Educational Trust.

To be read in conjunction with the professional duties set out in the current *School Teachers’ Pay and Conditions Document.*

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# Duties and responsibilities

To support the Leading Teacher in:

* the leadership, management and development of the Curriculum Area across all Key Stages and taking specific responsibility for Key Stage 3 or 4.
* To contribute to the formulation of the Subject Improvement Plan in response to the School Improvement Plan
* ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for KS 3 Maths or KS 4 Maths students.
* effectively managing and deploying teaching/associate staff, financial and physical resources within the subject to support curriculum provision.
* raising standards of student attainment and achievement across KS 3 or KS 4 Maths
* actively monitoring and supporting student progress at KS 3 or KS4.
* developing and enhancing the teaching practice of others teaching KS 3 or KS4 Maths.
* operating effective self‐evaluation processes which lead to improvement .

**Specific Responsibilities**

* to effectively lead and manage the KS 3 or K S4 Maths
* to lead the planning and delivery of enrichment activities and Advanced Learning Days for KS 3 or KS4 Maths
* to liaise with Primary Partner schools and contribute to transition, including Summer School
* To participate in the induction of trainees, NQTs and staff new to the Curriculum Area

**Other**

* To have professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the Principal

All MKET teachers are required to carry out the responsibilities of a schoolteacher as set out in the current *School Teachers Pay and Conditions* *Document.* Teachers should also comply with the Teachers’ Standards. A teacher’s performance will be assessed against the teachers’ standards and individual performance objectives as part of the appraisal process as relevant to their role in the school.

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Subject Leader KS 3/ KS 4 Maths**

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications | Good honours degree in Maths  QTS | Post graduate qualification  Evidence of continuing professional development | Application form and letter |
| Experience | Experience of teaching across the age and ability range  Experience of contributing to enrichment activities  Experience in the successful use of ICT in the classroom | Experience as a GCSE or A Level examiner  Involvement in or leadership of developments at Curriculum Area or whole school level | Application form and interview |
| Philosophy | Commitment to improving outcomes for students and raising achievement  Commitment to self evaluation and continuous improvement  Belief in the positive difference high quality education can make to young people’s lives |  | Application form and interview |
| Professional knowledge and understanding | Understanding of requirements of KS 3 / KS 4 programme of study  Understanding of Maths syllabi at KS 4 and 5 and exam board requirements  Understanding of what constitutes added value in an educational context  Awareness of how to use comparative data to bring about improved outcomes for young people  To be able to plan and deliver consistently outstanding lessons | Experience of successfully mentoring colleagues to improve their practice | Application form and interview |
| Community Links | Commitment to providing high quality learning opportunities for the whole community |  | Application form and interview |
| Skills, attributes and personal qualities | Ability to inspire the confidence of students, parents and colleagues  Ability to give and receive feedback and act to improve own performance and that of others  Ability to ask for advice and support when necessary  Ability to plan ahead, work to deadlines and under pressure  Excellent attendance and punctuality record |  | Application form and interview |

Walton High was established with the intention of innovating, continually drawing on best practice and being open-minded to new ideas and situations. We are genuinely interested in distinctive and dynamic methods of teaching and learning.

**Dress Code**

**Principles**

Walton High recognises the importance of personal appearance in setting high expectations and a positive tone. This is reflected in our Dress Code for staff and students.

**Practice**

All members of staff at Walton High follow a professional dress code.  The formal standard of dress required of students has implications for how we as staff dress.

Male staff are expected to wear a jacket and tie when working with students in a classroom context.  Similarly, whilst business suits are not essential for female staff, a similar level of smartness is expected.  Extremes of fashion in clothes, hairstyle and jewellery should be avoided. In warmer weather the Principal may inform male staff that jackets and ties are not necessary. All staff should ensure that in warmer weather they are still suitably attired in smart professional dress, this means that flip-flops, short skirts and cropped tops / trousers and shorts should not to be worn.

**General Requirements**

All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.

All employees are expected to share this commitment, to follow MKET’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

Commitment to uphold MKET’s Equality and Health and Safety policies.

All staff must follow the MKET Code of Conduct.

All staff must have an understanding of the requirements of Data Protection and confidentially in the workplace.