**Job Description**

**Job Title:** Director of Maths

**Salary:** L5 – L9

**Responsible to:** Principal

**Responsible for:** Faculty of Mathematics

**Vision and Purpose**

* To be accountable for the learning and achievement of all students followingMathematics programmes within the Academy.
* To provide high quality leadership and management for Mathematics within the Academy.
* To develop effective partnership with all members of the Student Development team to secure high levels of student progress.

**Responsible for**

* The vision for the Mathematics Faculty subject teachers and the high aspirations for the achievement of every student in our academy.
* Motivation to the Mathematics Faculty staff (teaching and support) and support to the staff in the creation of a highly effective team, particularly through your personal example.
* Adherence to the academy’s rigorous procedures for recording, monitoring, analysing and acting upon a range of data including student attendance, punctuality, referrals and academic records from all subject areas to:
* Track student overall attainment and achievement on a regular basis;
* Identify when intervention is necessary, particularly in literacy and numeracy, (e.g. when underachievement is identified, additional challenge is required and/or links needed to outside agencies); and
* Linking this data to performance management through whole-class value-added analyses.
* Action based upon the rigorous analysis of external and internal examination data from Key Stages 2 and 3, GCSE.
* Well-informed advice based on the knowledge of national developments to the Assistant Principal regarding curriculum innovation, the learning environment and resources for learning and Health and Safety matters, including risk assessments.
* High quality mentoring and coaching for the designated subject teachers regarding learning and teaching and curriculum planning and delivery, particularly those new to teaching.
* Good discipline and orderly conduct within the designated subject area through partnership working with the Assistant Principal (Behaviour), Heads of Year and those members of staff who provide intervention support for students.
* Good curriculum links to primary schools, work based providers in the local community, and higher education colleges to ensure that the work of the Mathematics Faculty curriculum develops within the broader context of lifelong learning.
* The leadership to ensure high quality teaching schemes in the designated subject area are based on personalised learning principles and are in place for the start of each academic year having been revised to reflect new developments/requirements of examining boards and new developments in information learning technologies.
* Ensure that work is always set for classes when a member of the subject team is absent.
* Collaboration with the appropriate SLT Line manager regarding:
  + The arrangements for the performance management and professional development of all members of the subject team
  + The Academy’s arrangements for quality assurance and internal verification.
  + To oversee the arrangements for all subject related extracurricular activities, including off site visits.

**General responsibilities;**

* To fulfil the general duties of a main scale teacher.
* To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

**Performance management**

Participating in the Academy’s arrangements for performance management, professional development and the Academy’s arrangements for quality assurance and internal verification.

**Equal Opportunities:**

To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided.

To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

**Generic Staff Requirements:**

* Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
* Adhere to the principles expressed in the aims of the Academy and its mission statement.
* Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
* Be a positive, collaborative team member.
* Apply Academy policies in all aspects of the role.
* Keep up to date with all aspects of the Child Protection Policy as it applies to the post.
* Undertake any other duties commensurate with the post or as directed by the Principal.

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

This job description is current at the date shown but, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through Ormiston Sir Stanley Mathews Academy Performance Management Policy. The Governors and Principal of Ormiston Sir Stanley Mathews Academy are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

Ormiston Sir Stanley Matthews Academy is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, the post holder is not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.

We promote diversity and want a workforce which reflects the population of Staffordshire. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed:………………………………………………………………

Dated:…………………………………………………………………