Chapel-en-le-Frith High School

**Job Description**

**Curriculum Learning Manager (Subject Leader): Maths**

**Purpose**

* To raise standards of pupil attainment and achievement in all aspects of maths and to monitor and support pupil progress
* To be accountable for student progress and development within maths
* To develop and enhance the teaching of other colleagues
* To ensure the provision of an appropriately broad, balanced, relevant, differentiated and appropriately accredited curriculum for students studying in the Maths Department in accordance with the aims and curricular policies of the school as determined by the Governing Body and the Headteacher
* To be accountable for leading managing and developing the subject area
* To effectively deploy and manage the work of teaching/support staff, financial and physical resources within the department

Reporting to: Deputy Headteacher

Responsible for: Teaching and support staff working within the department

Liaison with: Headteacher, Deputy Head, Assistant Heads, other CLM’s, colleagues with cross-school responsibilities, support staff, LA staff, parents and Governors

**Main Duties**

|  |  |
| --- | --- |
| Operational/ Strategic  Planning | * To meet regularly with the Deputy Head to report on progress and intervention within the department and the implementation of the department development plan. * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Maths Department * To manage (on a day to day basis) the courses provided by the department including effective deployment of staff and physical resources * To actively monitor and follow up student progress * To implement school policies and procedures * To lead colleagues in formulating aims, objectives and strategic plans for the department which are relevant to the needs of pupils and to the aims, objectives and strategic plans for the whole school * To lead and manage department planning, ensuring that this reflects the needs of pupils in the subject area and the aims and objectives of the whole school * To contribute to the development of whole school policies * To ensure that Health and Safety policies and practices in the Department are in-line with national and school requirements |
| Curriculum Provision | * To liaise with the Deputy Head (Curriculum) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which is in line with School Development Plan targets * To take responsibility for the development and delivery of maths courses |
| Curriculum Development | * To lead curriculum development in the department * To keep up to date with national developments in the teaching of maths, in terms of subject matter, teaching methodology and practice. * To actively monitor and respond to curriculum development and initiatives at local, regional and national levels * To liaise with the Examinations Officer to maintain accreditation with the appropriate examination and validating bodies * To ensure that the development of maths is in line with national developments |
| Staff Development, recruitment and deployment of staff | * To ensure that staff development needs are identified and that appropriate programmes are designed to meet these needs * To take responsibility for your own professional development and to seek opportunities to improve your own practice * To actively manage the performance of the departmental team including the use of the Appraisal Review process including setting challenging objectives designed to address the needs of the whole school, team and individual and monitoring progress towards them. * To actively manage the work of specific groups such as Newly Qualified Teachers and those whose performance gives cause for concern * To be responsible for the day to day management of staff in the department, acting as a positive role model * To be responsible for the efficient and effective deployment of support staff * To make appropriate arrangements for classes when staff are absent, ensuring appropriate work is available and liaising with Learning Supervisors before and after lessons * To participate in interviews for new staff and ensure effective induction for new colleagues in line with school procedures * To motivate colleagues and promote an effective team |
| Quality Assurance | * To ensure appropriate quality control procedures are in place (in line with whole school policy) and to ensure their effective operation * To ensure appropriate targets are set (in line with whole school policy) and to work towards their achievement * To establish good practice within the department and develop the effectiveness of teaching and learning in the Maths Department * To monitor and evaluate the work of the Maths Department in line with school procedures * To seek/implement modification and improvement where necessary * To ensure that the department’s quality procedures meet the requirements of the school |
| Management of Information | * To ensure the maintenance of accurate and up-to-date information relating to the department on the school’s information management system * To use, analyse and evaluate data * To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines and reviewing progress * To produce accurate and informative reports on the work of the department * To produce detailed and accurate reports on examination performance including appropriate data * To manage the department’s collection of data in conjunction with appropriate staff * To provide appropriate information for the Governing Body on the department’s work, performance and development |
| Communication | * To ensure that all members of the department know and understand its aims and objectives * To ensure effective communication with parents and other appropriate bodies * To liaise with local school, higher education, industry, Examination Boards, Awarding Bodies and other outside agencies * To represent the department effectively |
| Liaison | * To lead the development of effective subject links with partner schools and the community, including attendance at appropriate events * To promote the department and subject at school events such as Open Days/Open Evening |
| Management of Resources | * To manage the resources of space, staff, money and equipment efficiently and effectively in line with school procedures * To work with SLG to ensure that the Department’s teaching commitments are appropriately timetabled and roomed |
| Pupils’ Development | * To monitor and support the progress of pupils within the department * To monitor pupil attendance, progress and performance ensuring that appropriate action is taken and colleagues are kept informed in line with school procedures * To act as a form tutor carrying out the duties associated with that role in line with the school’s expectations * To contribute to the Learning for Life curriculum in line with school policy * To ensure that the department works in line with the school’s Behaviour Management policy and procedures to allow effective teaching and learning to take place |
| Contribution to the whole school | * To play a full part in the life of the school, to support its mission and ethos and to encourage and ensure staff and pupils follow this example |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. You will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.