SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Post Title :** KS5 Lead for Maths

**Post Grading :** TLR2a

**Accountable to :** Curriculum Leader for Maths

**Post Holder :**

**Main Purpose of the Post**

In addition to carrying out the professional duties of a teacher other than the Principal (Appendix A), the education and welfare of designated groups of students in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the College's aims, and schemes of learning and all policies of the Federated Governing Body. To share the corporate responsibilities for the well being and discipline of all students.

The KS5 Lead for Maths will be expected to assist the Curriculum Leader in the management and organisation of the Maths Team, as well as contribute to whole team policy and planning issues. They will therefore have responsibility for a number of aspects of the day to day management of Maths, particularly related to KS5 to include monitoring and tracking the progress of our students as well as supporting the transition at key stages.

**The Professional Duties and Responsibilities include:**

1. To support and assist the Curriculum Leader for Maths in all aspects of the organisation and management of the Team in relation to KS5 Maths.
2. To be a positive and dynamic member of the Maths Team and to teach a timetable commensurate with the post.
3. To take responsibility for developing best practice in teaching strategies to raise standards of Maths at KS5 including the rigorous monitoring and tracking of KS5 students and using intervention strategies as appropriate in partnership with the Curriculum Leader for Maths.
4. To monitor, track and attend data meetings for KS5 Maths and make recommendations for interventions and hold parent meetings where appropriate and keep the Maths Curriculum Leader informed of progress and any actions required.
5. To ensure the Schemes of Learning for KS5 courses are in line with department expectations and offer challenging varied and differentiated tasks that allow students to attain the highest possible outcomes.
6. To make links with the MAT representative and other KS leaders in Maths to ensure that progression and transition between key stages offers challenging and apt opportunity for success for higher attainers.
7. To lead on and produce appropriate KS5 Schemes of Learning.
8. To be responsible for updating and reviewing the KS5 Maths action plan in liaison with the Maths Curriculum Leader.
9. To attend training and CPD relating to the current curriculum issues for Maths to ensure any appropriate information or CPD is delivered to the team as appropriate so that any curriculum changes can be addressed. To attend CPD to improve, develop understanding of new specifications and ensure that other teachers of KS5 are trained and developed as a consequence of attendance to such meetings.
10. To promote a range of cross-curricular activities/enrichment opportunities in order to enhance the teaching and learning.
11. To ensure that all learners are on an appropriate KS5 re-sit programme for Additional Maths.
12. To attend and support the teaching of Additional Maths and ensure staff team meetings for Additional Maths staff are held regularly.
13. To participate in the QA of KS5 Maths lessons and the Maths Curriculum as required by the Curriculum Leader and to hold others to account for progress and achievement for KS5 outcomes in partnership with the Curriculum Leader.
14. To ensure that the KS5 Options Evening / Open Evening are organised, stimulating and engaging for prospective students.
15. The completion of such other duties or developmental work which may from time to time arise.

**Appendix A - Professional Duties of Teachers**

**Teaching**

1 (a) Planning and preparing courses and lessons.

1. Teaching, according to their educational needs; the students assigned to the teacher, including the setting and marking of work to be carried out by the student in College and elsewhere.

 (c) Assessing, recording and reporting on the development, progress and attainment of students.

 In each case, having regard to the curriculum of the College.

**Other Activities**

2 (a) Promoting the general progress and well being of the individual students and of any class or group of students assigned to the teacher.

 (b) Providing guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.

 (c) Making records of and reports on the personal and social needs of students.

 (d) Communicating and consulting with the parents of students.

 (e) Communicating and co-operating with persons or bodies outside the College. Taking seriously the safeguarding of all students and ensuring that procedures are adhered to. Please refer to the Safeguarding Policy.

 (f) Participating in meetings arranged for any of the purposes described above.

**Assessments and Reports**

3 Providing or contributing to oral and written assessments, reports and references to individual students and groups of students.

**Appraisal**

4 Each teacher’s performance will be formally assessed in respect of each appraisal period by academic year and as soon as is practicable, by 31 October at the latest, a written appraisal report will be given to each teacher.( The Education ( school Teachers’ Appraisal ) ( England) Regulations 2012)

**Review: Further Training and Development**

5 (a) Participating in Induction Training arrangements and contribute to the Induction Programme of newly qualified teachers as appropriate.

(b) Reviewing from time to time the teachers' methods of teaching and programmes of work.

(c) Participating in arrangements for the teacher further training and professional development as a teacher.

**Educational Methods**

6 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

7 Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorise College activities elsewhere.

**Staff Meetings**

8 Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

**Cover**

9 Staff will be required to cover staff absence only rarely in circumstances which are not foreseeable. These events include cover for notification of a staff absence after 8.30 a.m. until an agency supply teacher can be placed and for staff being taken ill unexpectedly during the College day.

**Public Examinations**

10 Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations (if appropriate).

**Management**

11 (a) Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers.

 (b) Co-ordinating or managing the work of other teachers.

 (c) Taking such part as may be required of the teacher in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the College.

**Administration**

12 (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and ordering and allocation of equipment and materials.

1. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College session.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

February 2018