

Subject Leader – Mathematics	
<b>Title of Post</b>	<b>TLR1b</b>
<b>Salary Scale/Range</b>	<b>Director of Learning (VP)</b>
<b>Responsible to</b>	The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post
<b>Employment duties</b>	To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions document, to the standards specified in the Teachers' Standards document and to work towards the agreed aims of the school.
<b>Purpose of Job</b>	<p>To work with the other Mathematics leaders to raise levels of achievement in Mathematics</p> <p>To promote and develop a positive learning environment in Mathematics</p> <p>To plan for and be accountable for the quality of mathematics teaching and learning</p> <p>To be responsible for the efficient and effective day to day running of the subject</p> <p>To support the work of the Head of Faculty</p>
<b>Duties &amp; Responsibilities</b>	<p>To satisfy the roles and responsibilities set out in the job description for a classroom teacher and a Form Tutor and additionally those detailed in this particular job description.</p> <ul style="list-style-type: none"> <li>Classroom teacher job description</li> <li>Form tutor job description</li> </ul>
	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>To model best practice in teaching and learning with particular regard to latest national developments and requirements.</li> <li>To manage the implementation of the priorities outlined in the Subject Improvement Plan.</li> <li>To ensure that student potential within the subject is being realised appropriately.</li> <li>To promote collaboration and consistency of practice within the subject area.</li> <li>To ensure the quality and standards of teaching and learning within the subject area.</li> <li>To ensure that cross-curricular themes (literacy, numeracy, citizenship, ICT, SMSC, WRL, enterprise education) are delivered explicitly as per the schemes of work, that there is evidence of their coverage in students' books/folders and related assessments are completed and recorded.</li> <li>To ensure the quality and standards of behaviour, discipline and attendance within the subject area.</li> <li>To promote independent learning.</li> </ul>
	<p><b>Management</b></p> <ul style="list-style-type: none"> <li>To monitor relevant elements of the Professional Standards Framework and intervene where necessary.</li> <li>To carry out the duties assigned within your job description in a professional, supportive and collegial manner.</li> <li>To analyse data referring to student progress within the subject area and take appropriate action in consultation with the Head of Faculty.</li> <li>To participate in self-evaluation processes with subject staff and discuss the outcomes with the Head of Faculty. To ensure contact with parents (outside of Parents' Evenings) is made by subject staff, where students' progress is of concern.</li> <li>To undertake work scrutiny and lesson observations and to discuss the results of these with the Head of Faculty. To manage the induction of new staff in the subject area.</li> <li>To provide for the professional development needs of staff within the subject area.</li> <li>To review and amend as appropriate, subject handbooks and schemes of work.</li> <li>To maintain regular assessment, recording and reporting procedures.</li> <li>To support subject staff in the management of students' behaviour.</li> <li>To compile, monitor and evaluate Subject Improvement Plans, with the support of the Head of Faculty.</li> <li>To support the other leaders within the faculty.</li> </ul>
	<p><b>Appraisal or review of performance</b></p> <ul style="list-style-type: none"> <li>To participate in the current arrangements made for the appraisal or review of your performance and that of any other teachers for whom you have line management responsibility.</li> <li>To offer guidance, support and challenge to staff within the subject area.</li> <li>To give subject staff appropriate feedback from your monitoring and evaluation.</li> <li>To manage the training of student teachers in the subject area and liaise with the Professional Tutor, as appropriate.</li> </ul>

#### **Review, induction, further training and development**

- To review from time to time your methods of teaching and programmes of work.
- To participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aims to meet needs identified in planning and review statements.

#### **Health & Safety**

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy

#### **Other**

- To support the furtherance of the school's mission statement.
- To promote student and staff participation.
- To plan for and support the collapsed timetable days.
- To promote extra-curricular enrichment activities.
- To support senior staff in monitoring and reviewing the impact of the curriculum and the quality of teaching and learning.
- To share responsibility with others for specific aspects of the school environment.
- To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students.

***To inspire excellence and develop potential***

***To act as a role model in high quality teaching and learning***

***Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment***

## PERSON SPECIFICATION: SUBJECT LEADER - MATHS

Criteria	Essential/ Desirable	Evidence
<b>QUALIFICATIONS</b>		
A Degree	Essential	Application
Qualified Teacher Status, with subject specialism(s) related to the Learning Directorate	Essential	Application
Ability to teach across the full 11-18 age and ability range	Essential	Application
A broad teaching experience with a strong track record of success in teaching and learning	Essential	Application
Further professional qualifications eg AST status/MA/MEd/Diploma	Desirable	Application
Pursuit of appropriate INSET programmes related to Teaching and Learning and any associated qualifications	Desirable	Application/Interview
Participation in research and/or review within learning and teaching	Desirable	Application/Interview
<b>PREVIOUS EXPERIENCE</b>		
A track record of success in teaching and learning with evidence of sustained and high quality student outcomes	Essential	Application
Involvement in the development of innovative practice and improvement planning related to teaching and learning	Essential	Application/Interview
Recent experience of implementing a range of strategies to raise student achievement with evidence of success	Essential	Interview
Active involvement in Performance Management policy and practice to impact on the quality of teaching and learning	Essential	Interview
Direct involvement in support and development for Overseas Trained staff and teachers on the GTP and NQT programmes	Desirable	Application
Active involvement in the provision of professional development and support for staff within and beyond the Academy	Desirable	Interview
An understanding of brain science related to pedagogy	Desirable	Interview
<b>PROFESSIONAL COMPETENCE</b>		
Outstanding teacher	Essential	Interview/Teaching
Knowledge and understanding of current teaching and learning issues relevant to the needs of the Academy	Essential	Application
Experience of leading professional development across the school and within a Department or Faculty	Essential	Application/Interview
Excellent community and organisational skills	Essential	Application/Interview
Evidence of ability to benchmark best practice and innovate	Essential	Application
Good ICT skills and an awareness of its potential within teaching and learning	Desirable	Application/Interview
Strong ability in using data to monitor and raise achievement	Desirable	Interview
Experience in use of benchmarks to guide and support attainment raising strategies	Desirable	Application/Interview
Knowledge of Assessment for Learning strategies	Desirable	Application/Interview

<b>LEADERSHIP AND PERSONAL QUALITIES</b>		
Commitment to an ethos of high standards, personal fulfilment and academic success	Essential	Interview
Ability to relate well to students, parents, staff, governors and the community	Essential	Teaching/Interview
Leadership by example with a solution focused approach	Essential	Interview
A capacity to inspire through leadership, energy and vision	Essential	Interview
A sense of humour and an ability to remain calm under pressure	Essential	Interview
Innovative and forward thinking	Desirable	Application
Self-confident and having personal impact and presence	Desirable	Interview
Commitment to acquire further skills and career enhancement	Desirable	Interview
Ability to retain a sense of perspective	Desirable	Interview
<b>MANAGEMENT SKILLS</b>		
An ability to establish positive and sensitive interpersonal relationships across the community	Essential	Interview
An ability to be a team player , involving people and supporting appropriately	Essential	Application/Interview
An ability to plan time effectively and meet required deadlines	Essential	Application
A clear awareness of whole Academy management issues	Essential	Interview
An understanding of professional responsibility and accountability	Desirable	Application/Interview/ Teaching
Experience of effective School Self Evaluation methodology	Desirable	Interview
An understanding and experience of the management of change	Desirable	Application/Interview
<b>INTERPERSONAL SKILLS</b>		
Demonstrable good relationships with colleagues, students and the wider community	Essential	Interview/Teaching
Commitment to contributing to extra-curricular activities of the school	Essential	Interview/Application
Commitment to promoting and safeguarding the welfare of all students	Essential	Interview
<p><b><i>Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment</i></b></p>		