



## Director of Mathematics – South Coast Region

### Job Description

**Responsible to:** South Coast Director of Education, Principal of Magna Academy, Principal of Atlantic Academy

**Salary Range:** Leadership scale (highly competitive, salary to be negotiated, in line with Assistant/Vice-Principal)

### Purpose

- To develop the **3-19 Mathematics strategy, curriculum and pedagogy across the South Coast Region Academies**, working alongside the Academies on the effective delivery of the Mathematics curriculum
- To monitor and support the **overall progress and achievement of students in Mathematics across Atlantic Academy, Magna Academy, Ocean Academy and Jewell Academy (and other AAT South Coast Region academies as the Region grows e.g. Livingstone Academy)**
- To **develop, lead and support the strategic development of Mathematics across the AAT Academies in the South Coast Region**
- To lead on supporting the **continuous improvement of the Mathematics curriculum** across the South Coast Region
- To lead on supporting the **continuous improvement of Mathematics teaching** across the South Coast Region
- To provide **support and guidance to the South Coast Region Heads of Maths and Maths subject leaders**
- To **lead on further driving up attainment and progress in Mathematics** across the South Coast Region
- To lead on the development of **Mathematics CPD, Mathematics ITT and Mathematics School to School Support as part of the Aspirations National Teaching School and National Support School**
- Lead and manage the **Aspirations National Teaching School and National Support School Mathematics Specialist Leaders of Education and Lead Practitioners team**.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

### Operational and Strategic duties

*'To be able to dream about the future, while being inspired in the present to reach those dreams'* Dr. Russell J. Quaglia



- Provide **strategic leadership with the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Mathematics departments across the South Coast Region**
- To link with **AAT Mathematics leaders on a regular basis to disseminate and develop best practice**
- To develop a **South Coast Mathematics Strategic Improvement Plan** and oversee its implementation, and assist South Coast Region Academies with the development of their Mathematics Improvement Plans
- To attend all appropriate meeting
- Use **Atlantic and/or Magna Academies as the home academy(s) and teach a reduced Mathematics timetable in this academy(s)**
- To **plan and prepare very high quality resources, units of work and lessons.**
- Oversee the **leadership, deployment and effectiveness of the South Coast Mathematics team of Specialist Leaders of Education and Lead Practitioners**

## Curriculum Duties

- To lead on supporting the continuous improvement of the **Mathematics curriculum across the South Coast Region**
- **Support South Coast Region Heads of Department and Subject Leaders** in the development of the Mathematics curriculum
- **Lead and deploy South Coast Region Mathematics Specialist Leaders of Education and Lead Practitioners** in the development of the Mathematics curriculum

## Staff Development Responsibilities

- To take part in the **South Coast Region and AAT staff development programme** by participating in arrangements for further training and professional development.
- To continue **personal development** in the relevant areas including **system leadership, leadership, coaching, mathematical subject knowledge and teaching methods.**
- To engage actively in the **Performance Management Review process.**
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a **designated team and to contribute positively to effective working relations within the South Coast Region/home Academy(s)**

## High Standards Maintenance

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- To help to implement **South Coast Region/Academy Mathematics quality procedures and to adhere to those.**
- To contribute to the process of **monitoring and evaluation of Mathematics in line with agreed South Coast Region/Academy procedures**, including evaluation against quality standards and performance criteria.
- To seek/implement **modification and improvement where required within Mathematics departments in the South Coast Region**
- To review from time to time **methods of teaching and programmes of work across Mathematics departments in the South Coast Region**
- To take part, as may be required, in the **review, development and management of activities relating to the Mathematics curriculum, organisation and functions across the South Coast Region**

## Management Information Responsibilities

- **To complete the relevant documentation to provide up to date information for the work completed as South Coast Director of Mathematics**
- To complete the relevant documentation to assist in the **tracking of students in Mathematics across the South Coast Region**
- To **track South Coast Region student progress in Mathematics and use information to inform teaching and learning.**
- To **support the Heads of Department, subject leads in Mathematics in monitoring data and progress across the South Coast Region**

## Managing Effective Communications

- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the South Coast Region of academies.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

## Resource Management

- To contribute to the process of the ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the South Coast Region, subject area and the students.

## Student Support Duties

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- To promote the general progress and well-being of individual students
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Management systems so that effective learning can take place.

## Teaching Duties

- **To undertake a designated programme of Mathematics teaching at Magna Academy and/or Atlantic Academy**
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

## Other Duties

To be able to continue personal development as agreed at appraisal. *present to reach those dreams'* Dr. Russell J. Quaglia



- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the South Coast Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's/South Coast Region corporate policies.
- To comply with the Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.





## General

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

## Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

## Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.