The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Leader of Numeracy** |
| **Key aim** | **To develop and lead Numeracy provision across the Academy** |
| **Reporting to** | **Deputy Headteacher** |
| **Scale** | **TLR 2B**  **Current Value £4,532.00** |
| **Main duties** | |
| * Be a highly effective classroom practitioner and undertake an appropriate teaching load (performance should meet or exceed threshold standards) * To be responsible to the Head of Mathematics for all aspects identified within the job description and to carry out the responsibilities of leading Numeracy across the Academy * To be strategic and innovative, using education research to formulate approaches * To support and develop good practice with our feeder primary schools * To contribute to Dean Trust wide strategy and practice when appropriate * To develop best practice across the Academy through personal dynamic leadership and active cross-Trust liaison at middle and senior leadership level * To contribute to the development and implementation of the Academy’s Self Evaluation Form (SEF) and School Improvement Plan (SIP) * To prepare reports for the Trust, Senior Leadership Team and the Local Governing Body * To appraise appropriate staff in the Academy * To be flexible, working alongside other Academies within The Dean Trust * To be aware that the job description will change and develop as the Academy continues to develop and expand   **Specific Leader of Numeracy duties**:   * To raise the profile of Numearcy across the Academy, with both pupils and staff * With support from Head of Mathematics, to develop a Numeracy Policy and ensure the consistency of its delivery * To improve, develop and embed cross-curricular links for Numeracy * To lead the development of innovative practice within the delivery of Numeracy across the curriculum, and acting as an example of best practice * To take the lead in training staff on Numeracy-related issues and to monitor impact of training provided * To regularly monitor, evaluate and review the delivery of Numeracy across the Curriculum and to maintain a development plan for implementation * To lead and manage the Academy’s Functional Maths curriculum at Key Stage 3, ensuring schemes of work and high quality resources are in place * To liaise with the SENDCo with regard to the provision and co-ordination of Numeracy intervention strategies * To plan and provide Numeracy training for Teaching Assistants – in liaison with the SENDCo * To plan and monitor additional provision via Numeracy Catch-up funding * To liaise with the Assistant Headteacher in charge of Transition and the SENDCo with regard to pupils’ entry levels of attainment in mathematics and planning for Transition and early intervention * To lead and manage the testing of Numeracy ages, including analysing and reporting on data collected * To monitor the impact of interventions and initiatives on standards of Numeracy by: co-ordinating and analysing the relevant data; ensuing that all interventions and initiatives have strategies for monitoring impact; undertaking work sampling and lesson observations * To attend leadership meeting when required * Any other responsibilities commensurate with the post | |
| **All employees have the responsibility to** | |
| * Ensure any documentation produced is to a high standard and is in line with the brand style * Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in the Academy’s Appraisal process * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Promote the area of responsibility within the Academy and beyond * Represent the Academy at events as appropriate * Support and promote the Academy ethos * Undertake any other duties and responsibilities as required that are covered by the general scope of the post * Undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, Academies Director and Headteacher | |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be updated where appropriate in consultation with the post-holder.