



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Job Description

### Subject Leader of Mathematics

#### Report to: Line Manager

#### Job Description

The Subject Leader of Mathematics is responsible to the Principal for the efficient running, development and performance of the department, supporting all members of the department in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning. The successful applicant would be leading a department which was in the top 3% nationally for progress 8 in Mathematics with a score of 0.9. The headline figure for A\*-C has been 88% for the past three years in a row. The Subject leader for Maths will play a pivotal role in working to support our secondary academy in the outstanding achievement of our students. They would be responsible for the strategic development of all aspects of Maths learning and attainment in the department whilst developing and supporting them in creating outstanding practice.

To make a significant contribution to the vision and direction of Guru Nanak Multi Academy Trust where innovation and inspirational learning for all is the core value.

### Responsibilities and Tasks

#### AS SUBJECT LEADER OF MATHEMATICS

The Subject Leader of Mathematics is expected:

- To actively engage in Departmental Self Review, the aim of which to confidently review the quality of teaching and learning, on a regular and systematic basis
- To act upon the findings from Departmental Self Review to maintain the highest quality of teaching and learning across the department
- The skills, knowledge and understanding necessary to teach across Key Stages 3,4 and 5
- Understanding of current curriculum issues in relation to teaching subject
- A proven track record of measurable impact as an individual teacher and at department level
- To engage colleagues to talk about their teaching and the impact that it has on pupil learning
- To involve all colleagues in departmental development planning
- To ensure that data is used effectively as useful measure of progress, though never as blunt instrument and always accompanied with a deep understanding of the pupils as individuals
- To be responsible for the efficient running of his/her department
- To have particular responsibility for the appraisal, professional welfare and training and development of members of the Faculty, especially new and student teachers
- To ensure members of the Faculty adhere to the criteria as set out in the Departmental Handbook with particular regard to the setting and marking of work and reporting procedures
- To bring to the attention of the SLT member in charge any difficulties which arise within the department
- To hold regular meetings, formal and informal, to discuss Department matters and to ensure that the

Department works as a team

- To be responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the Department
- To be accountable to the Principal for all budgeting within the Department, and the implementation of Health and Safety Policies within the area
- To attend Academic Forum meetings
- To attend Sixth Form Registration Day before the start of each academic year
- To set work for an absent member of the Department if he/she is unable to do so
- To share in the appointment of new staff to the Department
- To co-operate with other Departments in cross-curricular activities
- To keep up to date with educational developments and changes within the subject area
- To review examination results within the Department and implement remedial action when necessary
- To ensure that base-line data is being used to monitor, and where possible improve, performance of the Department and the pupils within it
- To present to examination results to the Principal and SLT, and discuss them as requested
- To ensure that pupils are entered for public examinations in liaison with the examinations officers

### **Support for the Academy**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To support the Academy's mission statement, vision and strategic objectives
- Raise with other schools and agencies to promote a multi- professional approach to the education of pupils within the Academy
- To be responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.

### **General**

- To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

### **Equal Opportunities**

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

### **Health & Safety**

- In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*



# Person Specification

## Subject Leader of Mathematics

1. Knowledge and Experience	Essential	Desirable
Qualified Teacher Status.	✓	
Evidence of continuing professional development.		✓
Good Subject Knowledge	✓	
Knowledge of the requirements of the National Curriculum	✓	
Ability to use assessment to raise standards of achievement.	✓	
Evidence of Continuing Professional Development in the specialist area.	✓	
Providing effectively for the individual needs of all pupils i.e. classroom organization and learning strategies	✓	
An interest in and knowledge of developing the use of ICT in learning.	✓	
Ability to teach consistently good lessons that challenge and inspire students of all abilities.	✓	
An ability to foster excellent relationships with students, parents and colleagues.	✓	
Understanding of the need for the school to play a full part in the community.	✓	
2. Skills & Knowledge	Essential	Desirable
Ability to communicate effectively with different audiences, orally and in writing.	✓	
Knowledge of current educational curricular issues relating to Mathematics.	✓	
The capacity to inspire and motivate others – both adults and students.	✓	
Ability to use ICT both as a teaching tool and for administrative purposes.	✓	
Develop good relationships with pupils, parents, staff, governors and the community	✓	
Create a positive, challenging and effective learning environment	✓	
The capacity to inspire and motivate others – both adults and students	✓	
3. Personal Qualities	Essential	Desirable
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humor.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	