



Saffron Walden County High School

Post Title:	Director of Maths & Associate Senior Leader	
The professional duties of all teachers (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirement of the post of Director of Maths at Saffron Walden County High School (in accordance with the criteria for the award of a Teaching and Learning Responsibility payment) has been set out below:		
Responsible to:	Headteacher, through the Senior Leadership Team link	
Responsible for:	Students Teachers in the Maths Area Support staff assigned to the Area	
Salary / Grade	MPS/UPS + TLR 1A	
Purpose:	a)	To be accountable for the highest standards of student achievement within the Maths Area, monitoring and evaluation of student achievement and setting targets for improvement.
	b)	To lead, develop and enhance the teaching practice of all teachers of Maths, evaluating the quality of teaching and securing and sustaining effective teaching of the subject. Participate in whole-school self-evaluation activities.
	c)	To be accountable for the strategic direction, leadership and management of Maths, the development and implementation of subject policies, plans, targets and practices within the context of the school's aims and policies.
	d)	To contribute to the leadership of whole-school initiatives and participate in their development as appropriate.
	e)	To contribute to the process of improving the quality of Maths teaching and learning in partner schools within the Saffron Academy Trust.
	f)	To effectively line manage teaching and support staff and deploy teaching and support staff in the Maths Area.

<p>Main Duties:</p>	<p>a) Policy development and whole-school improvement: Attend meetings of the Area Coordinators group and wider Senior Leadership Team meetings; Participate in whole-school policy formulation, communicate agreed policy decisions to Area and monitor the implementation of agreed policy within Area; Lead on a whole-school improvement issue (to be determined on appointment).</p> <p>b) Teaching, learning, assessment, student progress and behaviour: working with collegiate colleagues: Promote and develop excellence in teaching and learning across the Area; Ensure that students within Area conform to the highest standards of classroom behaviour in line with school expectations and work with the pastoral team as necessary; Ensure that Area assessment and reporting practice conforms to national and school requirements;</p> <p>c) Staffing and professional development: Assist in recruitment and deployment of staff in the Maths Area; Allocate teachers to classes as part of the timetabling process; Conduct individual performance reviews (shared with collegiate colleagues); Ensure that all teachers in the Maths Area are engaged in developing their own classroom practice through the Teaching and Learning Excellence Programme; Ensure that appropriate professional development is planned, delivered and evaluated according to identified Area needs; Ensure the effective induction of new colleagues, both teaching and support staff, into Area practices (including Health and Safety); Ensure staff feel valued as individuals and members of the team.</p> <p>d) Monitoring the quality of teaching, learning and assessment, and student progress: Alongside collegiate colleagues: Monitor the quality of teaching, learning, assessment and student progress. Organise and undertake observations, work scrutiny/book monitoring and Teaching and Learning Walks; Undertake Data analysis (student achievement) and coordinate appropriate intervention.</p> <p>e) Curriculum: Ensure the efficient delivery of appropriate courses at KS 3, KS4 and KS5; Keep up to date with curriculum developments: ensure good knowledge of Government policies and strategies and ensure that changes are planned for and successfully implemented; Ensure that necessary curriculum development is taking place and that appropriate schemes of work are in place; Promote appropriate opportunities for the enrichment of students' experiences.</p> <p>f) Administration and Resources: Ensure that resources (including classrooms) are well maintained and efficiently deployed; Ensure that Area and school administrative procedures are understood and followed; Ensure that the relevant Health and Safety policies and procedures are in place, understood and followed by all staff in the Area; Organise Area meetings and briefings.</p>
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Teaching	<p>Promote excellence in learning, teaching and assessment; Plan and prepare lessons in accordance with school and Area policy; Teach timetabled lessons determined by Deputy Headteacher; Set and mark homework in accordance with school and Area policies; Assess students' work in line with school/Area policies; Report to parents in progress checks, at Parents' Evenings and on request; Cover classes for absent colleagues as required (rarely); Take part in curriculum meetings as required; Ensure high standards of students' classroom behaviour; Be committed to professional development and the importance of teachers being reflective practitioners.</p>
Pastoral	<p>Liaison with parents in conjunction with Year Achievement Co-ordinator as appropriate; Take part in pastoral meetings as required.</p>
Ethos	<p>Assist in ensuring good behaviour and an excellent ethos out of class; Assist in activities designed to promote the school and its reputation; Undertake statutory duties as periodically announced;</p>
School Development	<p>The Director of Maths is also an Associate Senior Leader with a whole school leadership focus and will attend wider senior leadership team meetings. Make a contribution to the leadership of whole-school initiatives associated with raising standards, developing teaching and learning and curriculum development; Assist in planning developments at school, curriculum team and pastoral team level, which may include periodic membership of a school development group; Take part in training programmes designed to address individual, team or school development needs.</p>

Duties may vary from time to time at the discretion of the Headteacher, and teachers may be required to undertake any reasonable task requested by the Headteacher.

March 2021