

## Job Description

<b>Academy:</b>	Leeds East Academy
<b>Job Title:</b>	<b>Head of Maths</b>
<b>Grade:</b>	Leadership 3 - 7
<b>Accountable to:</b>	Director of Maths

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### Role:

As part of a group of three core subject leaders, you will drive forward the performance of pupils within your core subject area and make a strong contribution to the future direction of the academy by supporting and further developing our improvement plans.

This role will be central to our plans to ensure that all pupils leave our academy with excellent GCSE's including English, Maths and Science.

**Responsible for:** Curriculum, outcomes, teaching and learning, PDBW and staff within Mathematics

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The safeguarding of children and keeping children safe in education legislation guide the work of every adult working at or associated with Leeds East Academy.*

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### General Duties and Responsibilities:

- Uphold and implement all whole-academy policies in the discharge of duties of the post.
- Plan the offer of appropriate courses within the curriculum area.
- Produce a detailed and accurate department SEF in line with academy priorities.
- Report on standards across the Mathematics department; to include tracking the progress of pupils in detail and producing summative reports as required.
- Produce and maintain the Department Development and Improvement Plan in-line with the overall Academy Development and Improvement Plan priorities, based on an assessment of prior progress, an ongoing analysis of strengths, areas for improvement, and outcomes of learning walks/whole academy monitoring events.
- Utilise staff effectively within the Maths department to ensure that pupils receive a quality learning experience.

- Actively participate in Academy Professional Management processes, acting as performance manager for staff as agreed in structure.
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### **Management:**

- Act as an outstanding role model to all staff by being an outstanding classroom practitioner, ICT competent, and a positive form tutor.
  - Ensure wave 1 intervention takes place within the classroom through quality first teaching and learning, accurate assessment of student understanding and personalised support.
  - Ensure schemes of work are produced, kept up to date, and adhered to by staff.
  - Manage exam boards and tiers of entry to ensure all pupils are on the appropriate pathway to maximise their progress.
  - Manage the team and other resources of budget including bidding and forecasting future needs to ensure impact on student outcomes.
  - Identify underachieving groups and pupils and ensure all teachers use data to monitor progress of pupils, planning appropriate interventions.
  - Ensure standardisation in assessment of pupils' work, to ensure accuracy in tracking and exam predictions, and that assessment supports progress.
  - Monitor the standard of teaching, organising support where necessary and challenge if required through regular observation and book looks/work scrutiny/planning/checking.
  - Monitor, evaluate and review relevant area policy, keeping the handbook up to date.
  - Implement agreed positive behaviour strategies including the organisation of area team strategies for positive behaviour. Use data to track behaviour within the department to support pupils and staff
  - Ensure the effective organisation of internal CPD and manage meeting times efficiently.
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### **Classroom Teachers: Expectations of all Academy staff**

- Ensure good progress for all pupils within groups taught through the planning and preparation of high quality lessons which engage, motivate and support learners and adhere to the academy teaching and learning standard.
- Strive to deliver a consistently good standard of teaching.

- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from pupils.
- Consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from pupils, and in order that pupils have parity of treatment and expectations in all areas of the academy.
- Assess, record and report on the development, progress and attainment of pupils within the area team and academy monitoring and evaluation schedule.
- In consultation with the area team leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the area development and improvement plan.
- Be a form tutor for a specified group of pupils, establishing the rapport necessary to support their social, emotional and citizenship education and development.
- Within the area team, make a strong contribution to agreed PSHCE areas as designated to the subject area through 'immersion' curriculum experiences.
- Contribute to the wider life of the academy by participating in the provision of planned extra-curricular activities.
- Attend meetings, including parents' consultation sessions, and fulfil duties on rotas as specified in the Staff Handbook.
- Implement all academy policies with regard to registration, student absence, student uniform, use of planners and other routines detailed in the staff handbook.
- Observe academy rules relating to the safeguarding of pupils, health and safety requirements, and equality policies.
- Participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures.
- Participate fully in the academy performance management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the academy's goal to be an outstanding place of learning.
- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Leeds East Academy is a pleasant, positive place to learn and work.

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### **Equal Opportunities:**

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all pupils and young people are happy, healthy, safe, successful and achieve economic wellbeing.

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### Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, pupils, parents/carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post-holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post-holders are accountable through The White Rose Academies Trust performance management policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

<b>Signed</b>		<b>Dated</b>	
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