



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	Maths Leader (Lower School)
GRADE	MPS/UPS + TLR 2b
RESPONSIBLE TO	Head of Lower School

Responsibilities in addition to generic classroom teacher’s responsibility

PURPOSE OF POST

- To lead and manage the implementation and delivery of the Maths curriculum for all years up to Year 6, including the development of policies, systems and practice.
- To promote the highest possible standards and achievement of children.

PROFESSIONAL DUTIES

The Maths Leader will be required to carry out the professional duties of a teacher other than a Headteacher (as described in the School Teachers Pay and Conditions document) including those duties particularly assigned to the role by the Head of Lower School. The post holder will have a major role under the overall direction of the Head of Lower School in managing: -

- The implementation and deliver of the Maths curriculum, and related school initiatives
- The monitoring, evaluation and improvement of standards in the Maths curriculum, in terms of teaching & learning and attainment & progress
- Staff development and training
- Resources

Key areas of responsibility:

- **Strategic leader and direction** – to establish clear systems for implementation and review of the Maths curriculum.
- **Behaviour and discipline** – to support the rules and values of the school and measures for the promoting among children proper regard for others, understanding of the school rules and self-discipline.
- To ensure the maintenance of good order and discipline at all times when children are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.
- **Staff development** – to support the Head of Lower School in working collaboratively towards a shared vision.
- To plan and deliver professional development relating to the implementation

and delivery of the Maths curriculum.

- **Performance management** – to support the Head of Lower School in implementing the school's performance management arrangements and identify staff training needs.
- **Extra-curriculum provision** – to assist in overseeing any after school and lunchtime activities to ensure efficient, effective safe provision.
- **Curriculum leadership** – to lead, manage, monitor and support the implementation of effective learning in the Maths curriculum.
- **Line management** – to line manage staff as appropriate as the school increases its capacity.
- **Assessment and target setting** – to be responsible for ensuring that good systems are in place for the assessment and tracking of children's progress across the Maths curriculum, and monitoring the effectiveness of those systems.

Other duties:

- **Curriculum** – in liaison with the Head of Lower School, to determine, organise and implement appropriate learning for the Lower School, having regard to the EYFS and National Curriculum and to the needs, experience, values, language, and interests of children and their families and communities; to the aptitudes and stages of development of children; and to the available resources, both material and human.
- **Teaching and learning** – to assist the Head of Lower School in monitoring and evaluating teaching and learning and to promote good standards of professional performance.
- To be a role model of excellent teaching practice.
- **Pastoral care** – to ensure children's welfare, well-being and safety is secure, in line with national and school policy and practice.
- **Relations with parents and other agencies** – to ensure that parents receive regular information about the teaching of a core curriculum area and the progress of their children, so as to involve parents as partners in the education of their children.
- In collaboration with other staff establish and maintain effective relationships with agencies outside the school, including organisations in the local community.
- **Equal opportunity** – to help staff monitor children's performance and conduct by race and gender, and take corrective action to reduce and remove inequalities that are identified with the aim to improve standards.
- **Review** – to keep under review the work and organisation of the Lower School and at all times to promote the professional performance of all staff.
- **Any other duties** at the direction of the Head of Lower School.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	Classroom Teacher
GRADE	MPS
RESPONSIBLE TO	Head of Lower School

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

- To promote and safeguard the welfare of students according to school policies and procedures.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development
- Attend staff and departmental meetings, training days and parent's evenings.

- Carry out pastoral duties including the role of a Form Tutor as required
- Produce and maintain attractive classroom displays
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
- To carry out the professional duties of a school teacher, under the direction of the Head teacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.

Reviewed 31st May 2019