St Bartholomew’s School



# JOB DESCRIPTION

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| **1.** | **INTRODUCTION** |
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| **1.1** | **Post Title:** | LEADING PRACTITIONER: MATHEMATICS |
| **1.2** | **Post Purpose:** | Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). |
|  |  | To raise standards of student attainment and achievement within the whole Mathematics curriculum area and to monitor and support student progress. |
|  |  | To support the Head of Faculty, Maths & Computing in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies. |
|  |  | To develop and enhance the teaching practice of others across the school. |
|  |  | To develop excellent practice and support the raising of standards across the wider curriculum. |
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|  |  | To support the teaching and learning of Mathematics in primary and secondary schools with which St Bartholomew’s has partnerships. |
| **1.3** | **Reporting to:** | Deputy Head: Curriculum & Achievement. |
| **1.4** | **Key Accountability:** | Standards achieved by students within the Mathematics faculty and the teaching standards of key members of the teaching staff as appropriate. |
| **1.5** | **Responsible for:** | Key personnel within the faculty/department and resources used to support teaching and learning. |
| **1.6** | **Liaising with:** | Head/Leadership Team, other Heads of Faculty/Department, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, external agencies and parents. |
| **1.7** | **Working Time:** | Full time as specified within the STPCD. |
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| **1.8** | **Salary/Grade:** | Leading Practitioner LP 7-11. |

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| **2.** | **TEACHING** |
| **2.1** |  | To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
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| **3.** | **OPERATIONAL/ STRATEGIC PLANNING** |
| **3.1** |  | To provide practical support to teachers in Mathematics to improve their practice in teaching and learning, including trainees and NQTs and extending to experienced classroom teachers. |
| **3.2** |  | In liaison with members of the Leadership Team, to provide practical support to identified teachers across the wider school curriculum to improve their practice in teaching and learning. |
| **3.3** |  | To play a lead role in the dissemination of materials, research and practice guidance to support continuous professional development across the school. |
| **3.4** |  | To link with other post holders in the Mathematics and Computing faculty to ensure that work in the faculty area fully reflects both schools’ distinctive ethos and missions. |
| **3.5** |  | To implement school policies and procedures, e.g. Equal Opportunities, Child Protection, COSHH etc. |
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| **4.** | **CURRICULUM PROVISION** |
| **4.1** |  | To liaise with the Head of Faculty Mathematics & Computing to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plans and School Evaluations. |
| **5.** | **CURRICULUM DEVELOPMENT** |
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| **5.1** |  | To keep up to date with national developments in the subject area and teaching practice and methodology. |
| **5.2** |  | To monitor actively and respond to curriculum development and initiatives at national, regional and local levels. |
| **5.3** |  | To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues. |
| **5.4** |  | To be responsible for the development of key skills in all subjects within the faculty. |
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| **6.** | **STAFFING** |
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| **6.1** |  | To work with the Assistant Headteacher Teaching & Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. |
| **6.2** |  | To continue your own professional development as agreed with your Leadership team reviewer. |
| **6.3** |  | To undertake Performance Management/Appraisal Review(s) and to act as appraiser for a group of staff within the faculty and school. |
| **6.4** |  | To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. |
| **6.5** |  | To promote teamwork and to motivate staff to ensure effective working relations. |
| **6.6** |  | To participate in the school’s ITT programme. |
| **6.7** |  | To be responsible for the management of staff as directed and act as a positive role model. |
| **7.** | **QUALITY ASSURANCE** |
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| **7.1** |  | To ensure the effective operation of quality control systems. |
| **7.2** |  | To promote the process of the setting of targets within the Mathematics & Computing faculty and to work towards their achievement. |
| **7.3** |  | To establish common standards of practice within the Mathematics & Computing faculty and develop the effectiveness of teaching and learning styles in Mathematics and subject areas across the School. |
| **7.4** |  | To contribute to the school’s procedures for lesson observation. |
| **7.5** |  | To implement school quality procedures and to ensure adherence to those within the Mathematics & Computing faculty. |
| **7.6** |  | To support the monitoring and evaluation of the Mathematics & Computing faculty in line with agreed school procedures including evaluation against quality standards and performance criteria. |
| **7.7** |  | To seek and implement modification and improvement where required. |
| **7.8** |  | To ensure that the Mathematics & Computing faculty's quality procedures meet the requirements of Self Evaluation and the School Development Plan. |
| **8.** | **MANAGEMENT INFORMATION** |
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| **8.1** |  | To make use of analysis and evaluate performance data provided. |
| **8.2** |  | To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. |
| **8.3** |  | To produce reports within the quality assurance cycle for the School. |

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| **9.** | **COMMUNICATIONS & LIAISON** |
| **9.1** |  | To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community. |
| **9.2** |  | To promote actively the development of effective subject links with external agencies. |
| **9.3** |  | To be a member of and support the work of the Academic Board. |
| **9.4** |  | To ensure effective communication/consultation as appropriate with the parents of students. |
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| **10.** | **MANAGEMENT OF RESOURCES** |
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| **10.1** |  | To support the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down. |
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| **11.** | **PASTORAL SYSTEM** |
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| **11.1** |  | To monitor and support the overall progress and development of students within the faculty/department. |
| **11.2** |  | To support the monitoring of student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. |
| **11.3** |  | To support the implementation of the Behaviour Management system in the Mathematics & Computing faculty so that effective learning can take place. |
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| **12.** | **SCHOOL ETHOS** |
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| **12.1** |  | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. |
| **12.2** |  | Support the school in meeting its legal requirements for worship. |
| **12.3** |  | Promote actively the school’s corporate policies.  |
| **12.4** |  | Comply with the school's health and safety policies and undertake risk assessments as appropriate. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
| **13.** | **SIGNATURES** |
| The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. |

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| Signed ………………………………………………………….. Julia Mortimore, Headteacher | Dated …………………………………………  |
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| Signed ……………………………………………………………. Post Holder | Dated ……………………………………………  |