

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Maths and English Leader (MEL)
<b>GRADE:</b>	Salary Scale Point 37-40
<b>RESPONSIBLE TO:</b>	Director of School
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year. It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

### **Position Summary**

The key roles of the maths and English Lead are to co-ordinate and lead on the delivery of English and Maths within a curriculum area clearly articulating an ambitious vision and high expectations for what and how all students and apprentices can achieve. You will lead and line manage your sub-team of maths and English teachers and report to the Director of School for your directorate.

### **Major Objectives**

Your major objectives in this role will be:

- To support the curriculum department to implement strategies to ensure achievement of internal targets for English and maths; ensuring outcomes are continually improved and are in excess of national benchmarks.
- To support curriculum departments to meet quality standards laid down by external organisations for English and maths.
- To co-ordinate and lead on the tracking and monitoring of progression, achievement and destination of students and apprentices.
- To support the curriculum department with the embedding of English and maths in the curriculum area.
- To line manage and coordinate your school's team of maths and English teachers, undertaking all tasks necessary to ensure the successful running of maths and English classes in that area, and the delivery of high-quality teaching, learning and assessment.

To be successful in this role your duties will include:

### **Teaching**

1. You will teach and assess on both GCSE and FS maths or English, appropriate to your skills and qualifications. You will undertake all necessary planning, preparation, and assessment to ensure excellent teaching and learning occurs. Your contracted teaching will be 420 per annum.
2. You will undertake the necessary administrative tasks associated with your role, which include student enrolment, attendance, record keeping, tracking, reporting and for most 16-18 students and apprentices (Adults where relevant) liaise with parents or carers and employers.
3. You will be expected to meet the normal demands of an Academic Calendar including the production of Schemes of Work, planning for lessons and meeting Quality and awarding body requirements.

4. You will be expected to maintain high skill levels in your own professional teaching, learning and assessment practice through undertaking appropriate CPD.

### **Maths and English Lead**

1. Co-ordinate the tracking of GCSE results and initial assessments during the curriculum area enrolment process to ensure the accurate enrolment of students and apprentices onto the appropriate maths and English qualification.
2. To ensure all students and apprentices within the area are enrolled and timetabled appropriately to maximise attendance and achievement.
3. To lead on the tracking and monitoring of student and apprentice progression and co-ordinate appropriate and effective intervention strategies for all students falling below the required standard.
4. You will liaise with all staff that teach on English and maths to monitor performance indicators and drive improvements, develop and implement strategies for raising standards in retention, achievement, teaching and learning, in conjunction with your Curriculum Manager, Director of School and Assistant Principal.
5. To ensure all Awarding Body requirements are met within the curriculum area including the co-ordination and tracking of the IV process for FS, GCSE English S&L entries and GCSE Exam entries.
6. Contribute to recruitment events and activities for students and apprentices in the curriculum area to ensure maths and English is a key aspect for recruitment.
7. Contribute to the completion of Self-Assessment Reviews and Quality Improvement Plans for the curriculum area.
8. Support teaching staff with the embedding of English and maths within vocational courses.
9. To support the Curriculum Manager in sourcing appropriate cover in the absence of maths and English staff.
10. Lead on the development and improvements in teaching and learning to ensure all students in your directorate receive a high-quality learning experience. Implement personal development plans to drive improvements for delivery tutors where appropriate.
11. Lead on the development and implementation of the quality improvement plan for English and maths within your school.
12. You will provide day to day leadership, guidance and support to the maths and English teachers in your team through informal methods and regular team meetings.
13. Provide direction, recruitment, induction, guidance and support, setting and monitoring targets to deliver KPIs, constantly monitoring progress towards achieving them and managing performance, as appropriate, through regular team meetings and 1-1s, PDRs, capability and disciplinaries.

### **General**

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.

7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

## Person Specification

<b>Post:</b>	Maths and English Lead	<b>Department:</b>	Variable
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Minimum Level 3 maths and English qualification	<b>E</b>	<b>A</b>
Teaching qualification (PGCE, Cert Ed. or equivalent) or willingness to work towards	<b>E</b>	<b>A</b>
Experience of internal verification of functional skills maths/English work	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Minimum of 3 years' experience of delivering high quality learning in an education and/or training environment	<b>E</b>	<b>A/I</b>
Evidence of successfully teaching maths/English with high levels of successful outcomes for students	<b>E</b>	<b>A/I</b>
Evidence of leading / supporting a team to provide excellent provision	<b>E</b>	<b>A/I</b>
Evidence of improving teaching and learning of English and maths	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Ability to develop and implement innovative curriculum delivery methods for classroom-based provision, delivering outstanding teaching, learning and assessment	<b>E</b>	<b>A/I</b>
Ability to support and manage staff teams to provide an outstanding student experience, and bring about effective and robust quality improvement, stretching students to reach their full potential	<b>E</b>	<b>A/I</b>
Significant knowledge relating to the successful delivery of class based learning and programmes of study	<b>E</b>	<b>A/I</b>
Ability to work with Brand and Communications to support recruitment of students and contribute to Open Evenings, events and student interview processes in order to meet KPIs on recruitment and funding	<b>E</b>	<b>A/I</b>
Ability to use systems, procedures and support to ensure that the welfare, academic and other needs of all students and apprentices are met at all stages	<b>E</b>	<b>A/I</b>
Ability to achieve stretching targets for achievement, retention and success	<b>E</b>	<b>A/I</b>
Ability to utilise technology enhanced learning strategies to deliver high quality learning to meet individual students needs and learning styles	<b>E</b>	<b>A/I</b>
Good written and verbal communication skills	<b>E</b>	<b>A/I</b>
ICT literate with the ability to critically analyse data report on student progress	<b>E</b>	<b>I</b>
Demonstrable understanding and ability to champion key issues – Safeguarding, Equality & Diversity and Health & Safety	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		

An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Proof of the right to work in the UK	<b>E</b>	<b>A</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	Claire Godfrey	<b>Date Produced:</b>	10.03.2025
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