



**The Billericay School**

**Job Description**

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| **Position:** | Lead Practitioner of Mathematics and a Key Stage |
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| **Grade:** | Leadership Scale 3-7 (£42,452 – £46,834)  |
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| **Responsible to:** | Headteacher |
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| **Key Responsibilities****Teaching:** * To fulfil all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers.
* To be an outstanding practitioner of Mathematics.

**Curriculum:*** To lead and support the development of teaching and learning in Mathematics and the wider school in conjunction with the agreed aims and policies of the school.
* To lead the development of appropriate resources and schemes of work and teaching strategies in Mathematics in line with school objectives and development plan.
* To develop assessment opportunities which help learners to take responsibility for their learning in Mathematics.
* To promote teaching and learning styles which stimulate learning interest and student involvement in learning in Mathematics.
* To ensure that teaching and learning methods are inclusive within Mathematics.
* To investigate, research and respond to initiatives in Mathematics teaching and learning at national, regional and local levels and to disseminate findings to the Curriculum Area.
* To be accountable for whole-school numeracy.

**Staffing, Staff Development and Curriculum Team:*** To support teachers of Mathematics with regard to the delivery of schemes of work, assessment and teaching strategies.
* To work with the Curriculum Leader of Mathematics to ensure that staff development needs are identified and addressed.
* To contribute to Performance Management processes, acting as a reviewer for staff within the Curriculum Area.
* To support trainee teachers and NQTs where requested by the Headteacher.
* To assist with the recruitment and appointment of staff within the Curriculum Area.
* To support and lead on whole school CPD, as part of the Teaching and Learning Team.
* To assist and support staff who are experiencing difficulties within the classroom outside of the Curriculum Area if required.

**Self- Evaluation and Planning*** To support the Curriculum Leader with self-evaluation procedures and development plan processes related to teaching and learning in line with school procedures within Mathematics.
* To develop portfolios of exemplar student work, lesson plans and other teaching and learning resources.
* To contribute and adhere to the school procedures for lesson observations and learning walks.
* To seek and implement modification and improvements in teaching and learning within Mathematics and to contribute to the Curriculum Area development plan.

**Management Information:*** To support the Curriculum Leader and SLT in addressing teaching and learning issues that arise from the monitoring and analysis of student performance data and ensure that action is followed up.
* To lead and take responsibility for a key stage within the Mathematics department.
* To accept responsibility for leading the faculty in the absence of the Head of Faculty.

**Communications:*** To ensure that all members of the Curriculum Area are familiar with the teaching and learning aims and objectives of the Curriculum Area and the school.
* To ensure effective communication as appropriate with Mathematics staff and the wider staff.

**Management of Resources:*** To identify resource needs and to contribute to the efficient and effective use of teaching and learning resources.
* To trial new teaching resources and methods and report back to the Curriculum Area and the School’s Teaching and Learning Team on their success and monitor their effectiveness.

**Health, Safeguarding and Safety:*** To be responsible for promoting and safeguarding the welfare of children and young people in the school.
* To be responsible for the Health and Safety of the areas in which you work, as per the Health and Safety Policy.
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**Notes:**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The Billericay School is committed to safeguarding and promoting the welfare of children.