**POST: 2nd in Department - Maths**

**RESPONSIBLE TO**: Head of Maths

**LEVEL:** TLR 2B

**CORE PURPOSE:** To lead, develop and manage the delivery of Maths within the Maths Learning Directorate in order to secure high quality learning and teaching and improved achievement and attainment.

**JOB DESCRIPTION**: The duties outlined in this job description are in addition to those covered by the latest ‘School Teachers Pay and Conditions’ document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility

**With the Learning Director the post holder will:**

* Help to deliver the Sponsors’ vision and translate into practice
* Ensure that all the Academy policies are implemented
* Foster a learning culture with high expectations in a safe and secure learning environment
* Contribute to the Directorate development plan and take responsibility for discrete areas within it

**SPECIFIC RESPONSIBILITES**

**Strategic Direction**

* To lead on standards and student outcomes within Maths
* To develop and sustain high quality teaching and learning throughout the Maths subject area
* To ensure that the curriculum offering within Maths meets the needs of the students
* To lead on all aspects of Maths, keeping up to date with new and relevant information
* To lead good pedagogy practice within Maths and sharing it within the Learning Directorate

**Teaching and Learning**

* To monitor standards of achievement through regular lesson observations and looking at students work
* To ensure that students in the Maths area are set challenging targets and that they are shared with students on a regular basis
* To ensure that the quality of lesson plans, the use of assessment and homework set are of the highest quality
* To develop positive approaches to teaching and learning so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society
* To support colleagues within the Maths area so that appropriate standards of behaviour are established and maintained
* To develop, implement, monitor and review schemes of work regularly to ensure that they are up to date and consistent with the Academy’s framework
* To develop the delivery of the specialism within Maths
* To develop, implement, monitor and review the use of ICT within Maths
* To ensure that all aspects of the students achievements in Maths are monitored and evaluated and this information is used to inform priorities and targets for improvement
* To monitor the progress of all students and classes in Maths – including those able and talented, with special educational needs and liaise with the Director of the Learning Directorate to ensure the right support is put in place
* With the Achievement Managers, identify students who are underachieving and where necessary create and implement effective plans to support those students.

**Management of the Academy**

* To apply best value for money principles to secure resources for Maths
* To seek extra funding to support the development the Maths area
* To ensure that the accommodation provides a positive and safe environment which promotes well being and high achievement for all in the Academy
* To use every opportunity to create a positive and memorable learning environment within Maths

**Community and Partnerships**

* to work closely and in partnership with the Executive Board to ensure the successful ongoing development of the Academy
* Seek curriculum links with businesses, HE/FE, other schools particularly to promote the Academy specialisms

**Developing Self and Working with Others**

* to assist in the appointment of staff following the Safer Recruitment Policy
* to support the induction of new staff within Maths
* to create and maintain good working relationships among all members of the Academy community
* to promote appropriate personal and professional development of all staff in the Maths area, providing an example through their own development
* to conduct performance management for members within Maths
* to work with the SENCO to ensure that Individual Education Plans, behaviour and other contracts are implemented to match students’ needs within English to line manage teachers within Maths
* to line manage non teachers such as Teaching Assistants within Maths

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| **Name of Post Holder:**  |  |  |
| **Signature of Post Holder:** |  | **Date:** |