



**MARICOURT**  
CATHOLIC  
HIGH SCHOOL  
& SIXTH FORM CENTRE

# Curriculum Leader Maths

## Job Description

### **School Mission Statement.**

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

**Job Title:** Curriculum Leader Maths

**Responsible to:** Headteacher, SLT Line Manager

**TLR:** 1c

### **Job Purpose:**

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

This post is an opportunity to play a crucial role in ensuring that Maricourt Catholic High School becomes an outstanding school. The Curriculum Leader for Maths will be responsible to the link Senior Leader and will work alongside SLT and other core Curriculum Leaders in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. The Curriculum Leader for Maths will have overall responsibility for the leadership and management of the Maths curricula area and for the teaching contribution of members of the department and their professional development. They will be responsible for co-ordinating, planning and reviewing of the Maths curricula. They will work with individuals and groups to ensure the provision of a high-quality education for all our students.

### **Specific Responsibilities:**

Leading, managing, developing and monitoring Maths within the school.

Support the development of reading and literacy across the school.

The impact on the educational progress of all learners in your subject area.

Leading, developing and enhancing the teaching practice of other staff within Maths.

The continual review of the work of the subject in line with school procedures.

The line management of staff.

Ensuring that whole-school initiatives are implemented and that all members in the subject area are fully involved.

Maintaining a suitable teaching and learning environment.

The responsibilities defined in this job description are undertaken in addition to your responsibilities as a schoolteacher.

### **Leadership of the Area:**

You are required to provide a clear direction for the work and development of Maths within the context of the overall activity of the school, to promote high standards through personal involvement and ensure that:

The subject has explicit aims and values, including a commitment to good relationships and equality of opportunity for all, which are reflected in all its work.

The subject identifies appropriate priorities and targets, takes the necessary action, and reviews progress towards them.

The subject has a clear curriculum intent set out in schemes of work.

Staff use time, colleagues and other resources, especially information and communication technology, effectively to deliver the appropriate curriculum.

There is rigorous monitoring, evaluation and development of teaching and learning and appropriate internal and external assessments of learning are made.

Educational priorities are supported through careful financial management of the subject's budget.

The accommodation allows the curriculum to be taught effectively. Learning resources are adequate for the area's curriculum and the range of pupils.

The best value principles of comparison, challenge, consultation and competition are applied in the area's management and use of resources.

The views of relevant stakeholders, including parents and pupils, are sought and used to evaluate and further develop the work of the area.

Parents are satisfied with what the subject provides and achieves.

Parents are provided with good quality information about the subject and particularly about pupils' progress.

Links with parents contribute to pupils' learning within the subject and at home.

You will be expected to manage your own performance and development and enable staff within Maths to do the same by sharing a commitment to improvement and identifying capacity to do so.

### **Progress for All**

You will support the progress of a wide range of pupils within Maths, including those in groups taught by other teachers, by coaching and mentoring staff and directly supporting pupils so that pupils will:

Acquire new knowledge or skills, develop ideas and increase their understanding.

Apply intellectual, and creative effort in their work.

Be productive and work at a good pace.

Show interest in their work and be able to sustain concentration and think and learn for themselves.

Understand what they are doing, how well they have done and how they can improve.

Individual pupil progress within Maths will be measured against targets which will be defined by the school using the same data (normally FFT) as the school targets agreed by the Headteacher and Governors in consultation with the School Improvement Partner (SIP)

### **Development of Staff:**

You will enhance the teaching of others within Maths by enabling colleagues to:

Develop and improve subject knowledge and pedagogy.

Plan effectively, setting clear objectives that pupils understand.

Challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding.

Develop and improve technical competence in teaching basic skills.

Use methods which enable all pupils to learn effectively.

Manage pupils well and insist on high standards of behaviour.

Use homework effectively to reinforce and/or extend what is learned in school.

Assess pupils' work thoroughly and use assessments to help and encourage pupils to overcome difficulties.

### **Management of Staff**

You will be responsible for line-managing a number of staff, both teaching and where assigned, support staff.

You will ensure that:

There is effective appraisal and performance management for staff in the area of Maths within the context of school policy.

There is good delegation to ensure the effective contribution of all staff to the work of the Maths Department.

There is effective induction of staff new to Maths and the department is, or has the potential to be, an effective provider of initial teacher training.

Another implication of line-managing staff is that you will be responsible for monitoring and reporting upon their:

attendance

punctuality

professional performance

professional development needs.

This will include responsibility for ensuring completion of return to work interviews.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work.

The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The post-holder will be expected to observe and promote the school's policies.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

### **General Duties as a Teacher:**

- In harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, to contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.
- To support the policies, procedures and processes laid down in the Staff Handbook and as directed by the Governing Body and the Senior Management of the school.
- To teach Maths across the age and ability range as directed.
- To plan, prepare and teach pupils assigned to you according to their educational needs and to mark appropriate written work.
- To ensure a disciplined environment conducive to pupils achieving their full potential.
- To monitor the academic standards of pupils on a regular basis and develop sound classroom practices to ensure that all pupils progress both academically and socially.
- To assess, record and report on the development, progress and attainment of the pupils assigned to you in accordance with school policy.
- To keep abreast of current thinking and research in the teaching of your subject.
- To undertake in-service training where appropriate.
- To undertake supervisory duties as required by school policy.
- To co-operate with the Pupil Progress Leaders towards strategies designed to help motivate pupils who may, for a variety of reasons, be experiencing learning difficulties.
- To promote the moral and ethical outlook of the school in all dealings with pupils and students.
- To show all pupils a caring disposition that goes beyond the narrowly academic, through firmness tempered with patience, friendliness and understanding.
- To act as a Form Tutor as required.
- To attend general staff meetings, parents' evenings, school services, Masses and functions as required.

All teachers at Maricourt have a definite pastoral role and are teachers of children and not just teachers of a subject.

### **General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the school's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

# Curriculum Leader Maths

## Person Specification

### Mission Statement

Maricourt seeks to provide a living Catholic community which is rooted in Christian values and where growth and knowledge, respect love and fellowship are shared by all.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	-Qualified Teacher Status -Good honours degree in related subject	-Postgraduate qualification -Evidence of relevant CPD	Application
<b>Teaching and Leadership</b>	-Strong teaching ability at 11-16. -A proven track record of measurable impact as an individual teacher and at department level. -Experience of leading a department or having responsibility within a department. -Use of innovative approaches to the development of teaching and learning.	-Experience of teaching at Post 16. -Experience of contributing to the efficient and effective development of staff. -Experience of contributing to development planning and to the process of continuous review and evaluation.	Application Interview
<b>Knowledge and Skills</b>	-Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum. -Ability to use data to identify strengths and address under-achievement. -Good analytical and strategic thinking skills. -Setting high standards for others and ensuring goals are achieved.	-Understanding of what makes a Catholic school different and successful. -Ability to simplify complex issues and develop innovative solutions.	Application Interview
<b>Personal</b>	-A strong moral	Willingness to offer	Application

<p><b>Attributes</b></p>	<p>purpose and drive for improvement.  -Motivated, enthusiastic and flexible.  -Good sense of humour.  -Excellent interpersonal skills.  -A desire to develop yourself and those around you as individuals.  -Ability to work under pressure.  -Excellent record of attendance.</p>	<p>extra-curricular provision.</p>	<p>Interview</p>
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