



## JOB DESCRIPTION FOR JOINT SUBJECT LEADER OF MATHEMATICS – TLR1A

**Post:** Joint subject leader for mathematics

**Job Purpose:**

- To support the senior leader for mathematics and work alongside the current subject leader to facilitate joint practice to ensure that all teaching in mathematics is good or better, reducing within subject variation.
- The monitoring and evaluation of progress in KS4 to ensure that all students achieve the expected level of progress or better.
- To support identified teachers of mathematics in raising achievement to ensure that all students achieve their expected levels of progress.
- To support leaders in the appraisal process within mathematics.
- To lead on innovation in learning and teaching within the department.

**Line Manager:** Assistant Headteacher responsible for mathematics

**Disclosure Level:** Disclosure Barring Service - Enhanced Certificate.

**Line Management responsibilities within mathematics**

- Ensure performance management arrangements are effectively carried out.
- To support the senior leader and work alongside the current subject leader for mathematics to monitor the effectiveness and impact of appraisal arrangements within the curriculum area, with a focus on Key Stage 4.
- To monitor and evaluate the contribution and impact of identified staff, in mathematics.
- To coordinate and monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.
- Take initial responsibility for the pastoral care and welfare of identified staff members
- Support and mentor ITT trainees in mathematics.

**Accountability for leading, managing and developing mathematics**

- To identify relevant school improvement issues in liaison with senior leaders.
- To contribute to self-evaluation, using quality assurance as a central tool for department improvement and raising student achievement.
- Production of action or improvement plans to respond to findings from observations, sampling, checking and interviews and to align with School Improvement Plan (Quality Assurance).
- Identify good practice, areas for development and strategies for sharing and support.
- Evaluate and report termly on the effectiveness of practice in the subject.
- To work with the senior leader and the current subject leader for mathematics to produce action/improvement plans to respond to findings from observations, sampling, checking and student voice and to align with School Development Plan (Quality Assurance).
- To contribute to Continuing Professional Development needs and opportunities of all staff within mathematics. Contribute to aspects of professional development in the school.
- To support the senior leader and work alongside the current subject leader of mathematics to ensure approaches to learning and teaching, home learning, marking, recording and reporting procedures are consistent and up to date in line with whole school policy.

**Impact on the educational progress of students beyond assigned students.**

In conjunction with the senior leader and current subject leader for mathematics:

- To monitor and evaluate assessment data across the department to identify trends in student performance and progress, and issues for development in mathematics.
- To ensure rapid rates of progress for all students including key groups.
- To promote high expectations of students, identify appropriate progress and attainment targets and ensure that they are met.
- To monitor student standards and achievement against annual targets with a focus on inclusion, particularly for vulnerable groups – EAL, G&T, SEN, LAC and gender differentiation.
- To monitor student progress by prior attainment (LAP, MAP, HAP).
- To use data to identify exceptional performance and underachievement.
- To identify groups requiring strategies for intervention.
- To monitor planning, curriculum coverage and learning outcomes.
- To provide curriculum vision and identify areas for curriculum development.
- To define and implement intervention strategies to address issues for development.
- To support staff in planning and implementing strategies to achieve student progress target levels and objectives.
- To review impact of strategies and prepare reports on the effectiveness of intervention strategies.

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

- To act as a role model of good classroom practice for other staff, modelling effective strategies for them.
- To evaluate the quality of teaching for identified teachers in the department and put support in place to improve teachers' practice and ensure all teaching is at least good.
- To lead on innovation in learning and teaching within the department in liaison with the senior leader and joint subject leader for mathematics.

<b>Knowledge and Skills</b>	<p><b>The joint subject leader for mathematics should demonstrate secure knowledge and understanding of:</b></p> <ul style="list-style-type: none"><li>• school improvement and strategies including the process of school self-evaluation and systems for quality assurance and improvement planning within mathematics;</li><li>• principles and practices in relation to managing and leading learning and teaching, people, policy and planning, resources and finance;</li><li>• the application of information and communications technology (ICT) to learning, teaching and management of the subject are.</li></ul>
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**Generic Role:**

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To follow school procedures with regard to Child Protection issues.
- To play a positive part in the life of the school community, to support its distinctive purpose and ethos and to encourage other staff, students to follow this example.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To monitor and support the overall progress and development of students as a Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.

- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team(s) and to contribute positively to effective working relations within the school.
- To provide information for student references.
- Be responsible for promoting and safeguarding the welfare of children and young people (responsible for or who in contact with).
- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To take part in liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To undertake regular liaison with Teaching Assistants and other classroom support staff to share plans, resources and identify student needs.
- To contribute to the preparation of Progress Files and other reports.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document [STPCD] not mentioned in the above.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment  
Post subject to Disclosure Barring Service – Enhanced Check**

**Signed by Postholder**

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**Date**

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**To be reviewed annually**

January 2018