

Chislehurst & Sidcup Grammar School



JOB DESCRIPTION - ASSISTANT CURRICULUM LEADER MATHEMATICS

LINE MANAGER: Head of Faculty Mathematics

GENERAL RESPONSIBILITIES:

A. STRATEGIC DIRECTION AND DEVELOPMENT OF CURRICULUM PROVISION IN THE SCHOOL

1. Contribute to a positive ethos in which all students have access to a broad, balanced and relevant curriculum;
2. Analyse and interpret relevant school, local and national data relating to the classes they teach and advise the senior management on the level of resources required to maximise achievement;
3. Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within the classes they teach;
4. Consider the views of both pupils and parents/carers and to respond appropriately.

B. TEACHING AND LEARNING

1. Develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline;
2. Support the identification of, and provision for students with additional educational needs within the classes they teach;
3. Regularly monitor progress of students within the classes they teach which is then reflected in teaching plans;
4. Regularly evaluate the effectiveness of their teaching and learning as part of the performance management process;
5. Ensure setting of realistic and challenging expectations of students in the classes they teach;
6. Liaise effectively with staff to ensure the successful transition of students through the school;
7. Contribute fully to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

C. RELATIONSHIPS WITH STAFF

1. Achieve constructive working relationships with all staff;
2. Direct, organise and manage the work of support staff within the classes they teach;
3. Provide regular information to senior staff on student progress.

D. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

1. Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting teaching objectives;
2. Participate in the performance management system and agree objectives based on the school improvement plan, borough and nationally determined targets.

E. GENERAL

1. Promote the school's mission, aims, values, ethos, behaviour policy, and other policies;
2. Perform the role of form tutor and carry out its attendant responsibilities;
3. Participate in the designated guidance and direction of pupils, including progress reviews and target setting meetings;
4. Contribute to the delivery of the Skills for Life (including RSE) programme
5. Attend assemblies, designated school functions (such as parents evenings, Speech Day etc.) and register the attendance of pupils;
6. Provide cover according to the terms of the nationally agreed framework;
7. Contribute to the school's complementary curriculum;
8. Take on any additional responsibilities, which might, from time to time, be determined.

SPECIFIC RESPONSIBILITIES:

- Co-ordinating either KS4 or KS5 curriculum.
- Arranging extra-curricular activities.
 - These include maths challenges, UKMT mentoring and external competitions.
- Attending SELSA meetings in place of Head of Department if required.
- Assisting with department administration and data analysis.
- Support with student interventions.
- Lead on department meetings in the absence of the Head of Department.
- Line manage three staff members from the mathematics department.
- Support the department in developing their pedagogy.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

