

Job Description

Job Title: **Lead Practitioner Mathematics**

Location: Ormiston Denes Academy, Lowestoft

Hours of work: Full time

Reports to: Assistant Principal for Assessment & Curriculum

Liaising with: Principal, Vice Principals, Assistant Principals, teachers and support staff, LEA representatives, external agencies and parents

Disclosure Level: Enhanced DBS

Purpose

- To carry out the role in accordance with the aims of the Academy and its policies.
- To be responsible for leading and developing mathematics.
- To develop and enhance the practice of other colleagues.
- To monitor and support the overall progress and development of students.

Responsible for

- The provision of a full learning experience and support for students.

Liaise with

- Principal, Vice Principals, Assistant Principals, teachers and support staff, LEA representatives, external agencies and parents

Teaching

- As specified in the Classroom Teacher's Job Description

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies.
- The day-to-day management, control and operation of one aspect of provision.
- To assist in monitoring and following up student progress.
- To assist in the implementation of academy policies and procedures.
- To work with colleagues to formulate aims and objectives which have coherence and relevance to the needs of students and to the aims and objectives of the Academy.
- To ensure that the planning activities of the team reflect the needs of the students and the aims and objectives of the Academy.

Curriculum Provision

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's strategic objectives.

Curriculum Development

- To support curriculum development of mathematics.
- To keep up to date with national developments, teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.

Student Progress

- To monitor and support the overall progress and development of students.
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary

Staffing

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue professional development as agreed with SLT/Team Leader.
- To engage actively in the Performance Management Review process and act as reviewer for a group of staff as required.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective, efficient deployment of classroom support.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To assist in the process of the setting of targets and to work towards their achievement.
- To help to establish common standards of practice and develop the effectiveness of teaching and learning styles within the team.
- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence.
- To participate in the monitoring and evaluation in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

Management Information

- To ensure the maintenance of accurate and up-to-date information on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the identification of exam entries.

Communications and Liaison

- To help ensure that all members of team are familiar with its aims and objectives.
- To ensure effective communication, as appropriate, with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To contribute to the development of effective subject links with partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.

Management of Resources

- To identify resource needs and to contribute to the efficient /effective use of physical resources.
- To co-operate with other teams to ensure a sharing and effective usage of resources to the benefit of the Academy and the students.

Head of Department Person Specification

<i>Qualities and Attributes</i>	<i>Essential</i>	<i>Desirable</i>
	Qualifications	
Qualified Teacher status	▪	
Higher level degree		▪
	Teaching and Management Experience	
Successful teaching experience in the Secondary phase	▪	
Experience of raising standards through leading staff development	▪	
Successful experience of managing change in an education situation	▪	
	Knowledge and Skills	
Evidence of raising the achievement of groups of students	▪	
Ability to analyse and interpret data effectively and act upon the information	▪	
Knowledge of how to implement inclusive education		▪
Knowledge of curriculum requirements and developments and educational initiatives, including ICT	▪	
Recent and relevant in-service training	▪	
	Personal Attributes	
Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity	▪	
Commitment to and vision for developing links with the local community	▪	
Commitment to and belief in equal opportunities and to equally value all students	▪	
Commitment to academic and personal excellence	▪	
Committed to the highest standards for child protection	▪	
Willingness to develop the school's links with other schools and organisations	▪	