

# Job Description Whitley Academy



**Job Title: Deputy Curriculum Leader Maths**

**Grade: TMS +TLR2B**

**Line Manager: Curriculum Leader Maths**

**Location: Whitley Academy**

## **Job Purpose:**

To teach Mathematics across the age and ability ranges to ensure that individual pupils are challenged to achieve their full potential.

## **Duties and Responsibilities:**

- To plan and prepare lessons and teaching materials.
- To teach a selection of Mathematic classes from Key Stage 3, Key Stage 4 and, where appropriate, post 16.
- To ensure the needs of individual pupils are met.
- To maintain good order and discipline amongst pupils in line with the school Behaviour Policy, including duties and supervision outside the classroom.
- To contribute to the development, evaluation and maintenance of Schemes of Work at Opening Minds at Key Stage 3, Key Stage 4, and where, appropriate Post 16.
- To participate in CPD on curricular developments and help incorporate such developments into Schemes of Work
- To contribute to the development, evaluation and maintenance of agreed working practices within the departments at all levels of teaching.
- To keep abreast of changes in the curriculum at all levels and to contribute ideas as to how these changes can best be implemented.
- To aid in the development of appropriate internal assessment materials at Opening Minds Key Stage 3, Key Stage 4 and where appropriate Post 16.
- To assess accurately and record assessments of work carried out by students and to provide assessment data at the appropriate times.
- To be fully aware of the ranges of assessment methods appropriate to Mathematics so as to contribute fully to all policy decisions regarding these assessments.
- To engage actively in Performance management Review Process.
- To report on students at appropriate times in line with school and curricular policies.
- To be a tutor, providing pastoral support, guidance and advice to a group of students. Keeping appropriate records and reporting on the personal and social needs and progress of the youngsters.
- Additional Deputy Curriculum Lead responsibilities *will be negotiated* with the successful candidate.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed: March 2017**