**Core purpose**

* To lead and manage the Maths department in developing strategies and programmes to ensure pupils make outstanding progress in Maths and in the application of their numeracy skills
* To be accountable for the standards of teaching and learning and pupil progress in Maths /Numeracy throughout the school.
* To develop the use of ICT to support and enhance teaching and learning.
* To exercise professional skills and judgement.
* To lead, develop and enhance the classroom practice of teachers and learning support assistants.

**Strategic development**

* Take responsibility for the development and implementation of the whole school policy for Maths /Numeracy.
* Use national, local and school data to monitor standards of achievement across the school in Maths.
* Monitor the progress made towards achieving targets and use this information to plan future developments.
* Collaborate with staff on short, medium- and long-term planning to develop Maths in relation to:

 Resources

 Continuous professional development (CPD) of staff

 Aims of the school, including its policies and practices

 Challenging targets for improvement

 Manage strategic development across identified areas of the curriculum.

**Teaching and learning**

* Plan and monitor coverage, continuity and progression in numeracy throughout the school.
* To teach or oversee the teaching of GCSE and Entry Level Maths and Functional Skills in Maths/ Numeracy.
* Ensure that teachers are clear about learning objectives, understand the sequence of teaching and learning in all subjects and communicate this to pupils.
* Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
* Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
* Evaluate the teaching and learning of Numeracy in the school through monitoring activities including:

 Lesson observations

 Work and planning sampling

 Pupil discussions

 Analysis of results and assessment data

 Attending planning meetings

 Leading staff training

 Informal discussions

* Use this analysis to identify effective practice and areas for improvement and, in conjunction with the school’s leadership team, take action to further improve the quality of teaching and learning across the school.

**Leading and Managing Staff**

* Lead professional development of teachers and learning support assistants through example, support and liaison with the leadership team.
* Ensure trainees, newly qualified teachers and staff new to the school receive appropriate support for teaching and learning.

**Effective and efficient deployment of staff and resources**

* Establish resource and staff requirements for numeracy and inform the Deputy Head teacher of costs and priorities.
* Distribute resources to meet the objectives of the school.
* Ensure the effective and efficient management of learning resources for numeracy.
* Ensure a stimulating but safe learning environment in which risks are regularly assessed.

**Intervention and Support**

* Work alongside the Deputy Head teacher and Assistant Head/SENCO to identify pupils who require numeracy intervention and implement effective ‘catch‐up’ programmes for students who have low‐level numeracy skills

**Other professional requirements**

* Establish and maintain effective working relationships with professional colleagues and other subject leaders to develop cross curricular links and creative approaches to learning.
* Establish effective relationships with parents/carers and inform them of developments and practices relating to the teaching and learning of numeracy.
* Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
* Be aware of the need to take responsibility for your own professional development.
* Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
* Undertake any other duty as specified by Head teacher not mentioned in the above.

PERSON SPECIFICATION FOR Maths/ Numeracy Coordinator

# YOUR INTERVIEW WILL BE CONDUCTED AROUND THIS SPECIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Essential** | How**measured**  | **Desirable** | How**measured** |
| Education/Training/Qualifications/ | * Qualified Teacher Status
 | AF | * Further relevant study/qualification in Special Educational Needs
 |  A |
| Experience  | * At least 4 years’ experience in teaching
 | AF | * Able to demonstrate experience of effecting change in the teaching of numeracy, either at class phase or at whole school level
* Experience teaching Maths up to GCSE level
 | A/I |
| Special Knowledge/Understanding | * Familiarity with Entry level Maths, GCSE and/or Functional Skills in Numeracy
* Sound knowledge of the Primary Maths Curriculum
* Sound understanding of the skills and attributes involved in effective leadership
* Knowledge of effective strategies to include, and meet the needs of all pupils within numeracy teaching, in particular underachieving pupils, pupils with EAL and social and communication needs
* Good understanding of both formative and summative assessment and how to use it effectively in order to raise standards.
* Ability to describe characteristics of effective teaching especially of pupils who present additional challenges
 |  AF/IAF/IAF/IAF/IAF/IAF/I | * Understand the expectations in the current OFSTED framework regarding effective leadership and management particularly in subject leadership
 |  AF/I |
| Skills | * Very effective classroom practitioner
* Sound interpersonal skills
* Sound communication skills (written & verbal)
* Ability to lead and work as part of a team, with the ability to enthuse and motivate others.
 | AF/IIAF/IAF/I/P | * Willingness to share expertise, skills and knowledge, and ability to encourage others to follow suit.
* Ability to run whole school INSET
 | AFAF/I/P |
| Commitment to: | * Relishing challenge and perform efficiently in a core management role.
* Engaging parents/carers in order to encourage their close involvement in the education of their children, and in particular for application of numeracy skills across the curriculum
* Raising &/or maintaining standards of pupil attainment
* Leading children to be responsible for their own learning and behaviour
 | IAF/IAF/II | * Openness and willingness to discuss relevant issues, allied to an ability to inspire and challenge others and deal with challenging questions
* To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of the post.
 | AF/IAF/I |

AF = Application form I = Interview P = Presentation