

Job Title: **Subject Leader: Mathematics (KS 3 - 5)**

Core Purpose:

- To lead, manage and oversee the provision for Mathematics Years 7-13 students in order to:
 - Ensure high standards of academic achievement in line with expectations and agreed targets;
 - Ensure high standards of behaviour, uniform, work ethic and students' positive contribution to the life of the school and wider community.
 - Ensure appropriate guidance and support to Years 7-13 students so that they can meet their full potential and are prepared for the next stage of their education.
- Have a secure knowledge and understanding of the subject.
- Have an informed vision for the subject and ensure progression with the subject improvement plan.
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it and allows students to have a positive attitude to learning the subject.
- Have a secure on-going knowledge of the progress and achievement of all Mathematics students in Years 7-13.
- Provide effective leadership, management and support for Years 7-13 Mathematics teachers.
- Communicate effectively with Years 7-13 tutors, teachers, senior management and parents in relation to student progress and achievement in Mathematics.
- Develop and implement policies and practices for the subject that reflects the school's commitment to effective teaching and learning.

Responsible to: Head of Secondary

Time Allocation: Time will be allocated in order to ensure the duties/responsibilities of the position can be implemented.

Stipend: \$6,000 in addition to salary/other allowances.

Subject Leader Requirements

The following are the key requirements of a subject leader:

1. Supporting the Catholic Life of the School

- Model the Catholic ethos of the school through actions and relationships.

2. Development Planning

- Establish and oversee, with the involvement of relevant staff, plans for the development and resourcing of the subject which:
 - Contribute to whole-school aims, policies and practices.
 - Reflect an audit of existing practice across the school.
 - Identify realistic and challenging targets for improvement.
 - Are understood by all those involved in putting the plans into practice.
 - Are clear about action to be taken, timelines and criteria for success.

3. Student Achievement

- Present analysis of internal/external examination performance/ targets for cohort/individual achievement to senior management/other relevant staff in meetings at the start of the school year and at appropriate times during the year.
- Review and evaluate the most recent school/external assessment data, as well as other relevant information, in relation to expected, target and actual achievement for individual students and the cohort.
- Identify and oversee the implementation of strategies by subject staff to address underachievement by students in relation to target grades.

- Follow up with staff, parents any other relevant stakeholders in cases of concerns surrounding student progress and achievement.

4. Curriculum

- Lead whole school curriculum development in the subject through effective liaison with other subject leader/coordinator in the Primary School.
- Co-lead meetings with subject leader/coordinator in the Primary School.
- Ensure schemes of work are completed, up-to-date, used and reflect the ongoing practice and development of the subject.
- Liaise with the Head of Secondary and Timetable Coordinator in respect of the curriculum, timetable and staffing needs of the subject.
- Liaise with the Examination Secretary in relation to student entries for internal and external examinations.

5. Assessment

- Establish and implement clear policies and practices for assessing, recording and reporting on student work.
- Ensure assessments and reports are carried out in accordance with school policy by subject staff.
- Ensure that students are placed in appropriate sets in accordance with the school's policy on setting.
- Mark (or delegate to subject staff as appropriate) agreed admission tests to ensure the reliable assessment of new student applications. Include relevant scores and notes on the test to the Head of Secondary/Head of Year so as to inform the appropriate year group/setting in Mathematics.

6. Quality of Teaching and Learning

- Ensure high standards of teaching and learning by providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of all students, including gifted and talented students and those with IEPs.
- Ensure appropriate liaison between subject teachers and Student Support staff in planning teaching and learning for students with IEPs or who require in-class learning support.
- Ensure a stimulating learning environment is reflected through classroom displays.

7. Monitoring and Evaluating

- Monitor the standards of work and achievement of students' work in all classes across the subject area to ensure consistency of marking and assessment of student work.
- Monitor the performance of students in external examinations and internal assessments. Implement strategies to improve attainment across the subject as required.
- Monitor the progress made with subject plans and achieving targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement. To this effect provide the Head of Secondary with a written annual report and draft action plan.
- Evaluate the teaching and learning of the subject in the school, use this analysis to identify effective practice and areas for improvement and take action to further improve the quality of teaching and learning.
- Attend meetings with the Head of Secondary to discuss the ongoing development of the subject.

8. Managing Own Performance and Development

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, extracurricular activities, subject leadership and management and involvement in school development.
- Delegate tasks as appropriate to subject staff to assist with own time management.
- Participate in appropriate professional development in accordance with the school's professional development policy and budget constraints.

9. Managing and Developing Staff

- Hold subject meetings as scheduled on the school year calendar.
- Lead professional development through example and support, and co-ordinate the provision of high-quality professional development drawing on other sources of expertise as necessary.

- Take responsibility for identifying the professional development needs of all who teach the subject. Liaise with Senior Management in respect of those needs.

10. Relations with Wider Community

- Oversee and ensure involvement of St. Ignatius Catholic School in community initiatives related to the subject.
- Represent the school at external meetings related to the subject.
- Lead or be involved in promoting intra-mural and extra-curricular activities related to the subject.
- Assist with the promotion of the value and on-going success of the subject's programme through a variety of meetings and media, both within the school and the wider community.
- Communicate and meet with parents, when appropriate, in order to promote and develop positive academic achievement, behaviour, attendance and punctuality and the personal development of Years 7 – 13 students in the subject.
- Communicate with external stakeholders, in order to ensure relevant attendance at meetings, presentations and that appropriate report deadlines are met.

11. Managing Resources

- Establish staff and resource needs, advise the Head of Secondary of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plan.
- Ensure the effective and efficient management, organisation and recording of learning resources, including information and communication technology.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- Liaise with the school Librarian and Director of Technology to develop appropriate resources for the subject.

Review

This job description will be reviewed at the beginning of each academic year, or earlier if necessary. In addition, it may be amended at any time after consultation.