



Ernesford Grange Community Academy
Assistant Subject Leader For Maths
Job Description

Purpose:

- To support the Subject Leader in raising standards of student attainment and achievement within Maths and monitoring and supporting student progress.
- To help develop and enhance the teaching practice of others.
- To be accountable for leading, managing and developing specific areas of the Maths curriculum.

Reporting to:

- Subject leader for Maths

Responsible for:

- Specific curriculum areas within the Faculty.

Leadership Duties

- To help develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Faculty.
- To actively monitor and follow up student progress in specific curriculum areas
- To help implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- To work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.

General teaching duties:

To plan effective courses and prepare good lessons by:

- Developing Schemes of Work and planning lessons of a high standard
- Matching the design of lessons to the ability of students
- Taking account of the need for progression in students' learning experience
- Following designated programmes of study

To teach and manage students' learning by:

- Ensuring effective teaching of whole class groups or individuals
- Establishing a purposeful and safe learning environment conducive to learning and identify opportunities for learning in out-of-school contexts
- Setting high expectations of students' behaviour, through good classroom discipline, adherence to Academy policies, focused teaching and productive relationships
- Setting homework as an integral part of students' learning
- Using teaching methods which take account of different learning styles

- Using skills in literacy, numeracy and ICT to support teaching and wider professional activities

To ensure students progress and that they meet or exceed their targets by:

- Having high expectations of students, based on a sound knowledge of their prior and potential attainment
- Marking and assessing in line with Academy policy
- Recording marks efficiently and reporting to parents in line with Academy policy
- Being clear about the level at which a student is working
- Giving clear and constructive feedback to students on how to move on to the next grade or level

To manage one's own performance and enhance the working atmosphere and ethos in the Academy by:

- Applying Academy policies and practices consistently
- Working as a team member, identifying opportunities for working with colleagues and sharing development of effective practice
- Setting an example to students in work ethic, conduct, dress, punctuality and attendance
- Taking responsibility for one's own professional development, setting objectives for improvement and keeping up to date in subject expertise and teaching skills
- Maintaining effective working relationships with teaching and support staff

To be a form tutor to a group of students by:

- Keeping an accurate register of attendance
- Mentoring them according to the planned Academy programme
- Delivering the tutorial programme
- Monitoring their progress across subjects and liaising with Pastoral Leaders as appropriate

To support the wider life of the Academy community and its individuals:

- Work to published timescales for reports, publications and events
- Carry out procedures to satisfy Academy policy and practice
- Carry out weekly duties

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- To participate in performance management arrangements
- To adhere to published school policies and procedures

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Ernesford Grange Community Academy is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Ernesford Grange Community Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work. This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Assistant Subject Leader For Maths

Person Specification

The successful candidate will fully commit to the vision and ethos of our rapidly improving school. They will need to be positive, creative, resilient, and have a good sense of humour. They will receive excellent support and guidance from a committed senior team in an open, optimistic environment. They will also benefit from excellent continuing professional development.

Qualifications/Training

- Hold a Degree relevant to Maths
- Have been awarded Qualified Teacher Status
- Evidence of continuous, professional development of skills, knowledge and capabilities related to the teaching of English

Knowledge

- A sound knowledge and understanding of current educational developments in teaching and learning
- Knowledge of current initiatives in Maths education especially in terms of maintaining high standards of achievement

Skills

- Be a dynamic and enthusiastic classroom practitioner who puts learning at the centre of their teaching
- Have the capacity to develop an extensive repertoire of classroom management strategies and a clear understanding of what constitutes excellence in teaching and learning
- Have a commitment to maintaining the highest standards of behaviour
- Effectively use ICT software packages to promote high quality learning
- Effectively analyse data with a view to positively impacting on student progress
- Ability to lead and manage a team in achieving excellent outcomes
- Ability to raise standards of attainment and motivate students to over-achieve
- Ability to establish successful relationships at all levels with both students and staff members
- Ability to inspire students and staff
- Ability to develop and deploy classroom resources flexibly and innovatively to maximise impact on learning
- Flexibility and the ability to seize opportunities and change direction quickly, if necessary, to deliver success
- Experience of curriculum development and developing engaging schemes of work

Personal Qualities

- Have a passion for teaching and a desire to inspire others
- Have the resilience and capacity to handle a varied workload
- Be able to recognise when help/advice/guidance is needed and seek it

- Have professional integrity and high expectations of self and others
- To be able to communicate effectively with a wide range of people
- The ability to inspire, motivate and support staff and students
- Excellent interpersonal and communication skills and ability to relate to a wide cross section of people
- High levels of personal motivation and commitment
- A reflective approach and an ability to evaluate the effectiveness of own and others' teaching
- Concern for the needs of learners
- To be an effective role model to all students in developing the skills required for learning and in the contribution made to the wellbeing of students and colleagues in the Academy
- A commitment to personal career progression
- A willingness to support the wider life of the school