



JOB DESCRIPTION

POST: Maths Subject Leader and Class Teacher

SALARY GRADE RANGE: MPR/UPS Plus TLR 2B (£4,530)

RESPONSIBLE TO: Assistant head, Teaching and Learning

Main purpose

The subject leader will take lead responsibility for providing vision, leadership and management for Maths to secure:

- High quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

The following job description relates to the Maths Subject Leader Role.

Duties and responsibilities of the Class Teacher element of the post are contained in the school's Class Teacher Job Description

Duties and responsibilities:

Strategic direction

- Develop and implement appropriate and effective subject policy, schemes of work, classroom practice and learning resources for Maths
- Use relevant school, local and national data to inform targets for the development of teaching and learning
- Create medium and long term plans for the subject in consultation with SLT
- Take responsibility for devising short term plans for the development of Maths, including the annual action plan, in line with the school improvement plan
- Monitor the progress made in achieving subject action plans, evaluate the impact on teaching and learning, and use this to guide further improvement
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
- Contribute to school self-evaluation process and the creation of the school improvement plan
- Attend and contribute to leadership team and governor's meetings where relevant

Leading Teaching and Learning

- Provide an example of high quality teaching and learning in your own class and by modelling effective practice to colleagues
- Ensure curriculum coverage, continuity and progression in the subject for all pupils by maintaining an effective whole school curriculum map/ scheme of work
- Ensure that colleagues plan and teach effective learning objectives and teaching sequences
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of different pupils
- Establish and implement clear policies and practices for marking, feedback and assessment in the subject
- Ensure staff and pupils are clear about age-expected standards in Maths for the phase they are teaching
- Evaluate quality of Maths teaching with relevant leaders, according to the school monitoring strategy, including lesson observation, moderation, planning and work scrutiny,
- Use the evaluation of teaching to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Work with staff to engage parents in their child's learning of the subject, by providing information about the Maths curriculum and age-expected standards, and events such as subject workshops
- To promote the Safeguarding of Children

Leading and managing staff

- Identify training needs of teachers where appropriate, enabling them to achieve expertise in their Maths teaching

- Provide and co-ordinate professional development by methods such as coaching, modelling best practice, INSET and drawing on other sources of expertise such as consultants and local authority advisers
- Make sure that trainee, newly qualified teachers and teachers joining the school are appropriately inducted, supported in the school's Maths policy and practice
- Work with the Inclusion Team to ensure that teaching practice and interventions for pupils with Maths needs are joined up with the Maths planning and scheme of work
- Make sure that the Headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans

Efficient and effective deployment resources

- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Advise the Headteacher and senior managers on resource needs and likely priorities for expenditure,
- Manage a budget for the subject, providing subject resources with maximum efficiency to achieve value for money while meeting the objectives of the school and subject plans
- Lead the creation of effective and stimulating environments for the teaching and learning of the subject in classrooms and beyond

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.



Job Description: Class Teacher

To fulfil the professional duties set out in the current School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status. The teacher shall also undertake any professional duty requested by the Head Teacher where this is commensurate with qualifications and working in an appropriate role.

In addition to the General Professional Duties set out in paragraphs 37-40 of the School Teachers Pay and Conditions document, the following duties are attached to the post:

Teaching and Learning:

- Take responsibility for the welfare and safety of all the children in the Class.
- Ensure continuity and progression in the delivery of the National Curriculum
- Plan, teach, assess and give feedback according to school teaching and learning policies
- Plan and implement classroom practice that effects equal opportunities for all pupils
- Teach challenging, well-organised lessons aimed at maximising progress, informed by well-grounded expectations of learners
- Cater for the range of needs of all the children in the class, including SEND, Pupil Premium, EAL and vulnerable groups
- Support and guide learners to reflect on their learning so that they can develop self-motivation and independence
- Monitor children's progress, keep records and devise appropriate strategies to improve outcomes according to the school monitoring cycle
- Create a stimulating, well organised classroom environment which supports children's learning and enjoyment.
- Maintain a high standard of display both in the classroom and other areas of the setting.
- Maintain good order and discipline by modelling behaviour and following school behaviour policies and procedures
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- Take responsibility for the management of other adults in the classroom.

Other Professional Duties:

- Establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links.
- Take responsibility for an area of curriculum development, an area of learning or organisation, or a combination of all.
- Participate in staff meetings and INSET and take a leading role to develop your agreed area of responsibility
- Attend courses and develop own expertise on advice and agreement of Head Teacher as identified through Performance Management, through School Self- Evaluation and the School Improvement Plan.
- Ensure continuous professional development through self- directed reading, courses and in-service training.
- Keep abreast of the latest initiatives and disseminate information to colleagues where appropriate.
- Support the aims and ethos of the school at all times, promoting them to parents and carers, and to colleagues, visitors and other professionals both in the nursery and in the wider community.
- Contribute to the life of the school through participation in meetings and events necessary for the successful operation of the organization
- To set a good example in terms of punctuality, attendance, behaviour and dress, and to support the development of the reputation and standing of the school within the community.
- Implement the school policies and procedures with specific regard to Safeguarding and Health and Safety
- To promote the safeguarding of children.