

## **Job description for subject leader of Maths**

**Responsibility for the leadership and management of the teaching and learning in English department**

**Post: curriculum leader of Maths**

**The Post Holder will report to: Headteacher, Deputy Headteacher and/ or Assistant Headteacher**

The core purpose of the Core Subject Leader of Maths at Buxton School is to provide professional leadership and management of a curriculum area. This involves providing a vision, achieving a commitment to a set of values and guiding and inspiring colleagues to secure high standards of teaching and learning, the effective use of resources and improvement in standards of learning and achievement for all pupils.

### **SECURING HIGH STANDARDS OF TEACHING AND LEARNING.**

**In order to achieve this they will:**

- provide a role model for colleagues
- develop and maintain high expectations of pupils and staff
- take a clear lead on pedagogy/methodology
- lead and oversee the design and implementation of an effective, engaging and challenging curriculum
- monitor and evaluate teaching and learning in their curriculum area, including self evaluation
- carry out regular lesson observations and work scrutinies
- create a climate for learning
- carry out data analysis to provide information for the leadership teams and other agencies
- have oversight of marking and assessment in their curriculum area
- ensure reporting is timely and appropriate by all their team members
- plan and develop engaging and effective schemes of work
- support the professional development of staff within their curriculum area
- organise the teaching of Maths throughout the school (Key Stage etc)
- meet the needs of all pupils, including the management of behaviour and its impact on learning
- organise educational enhancement (e.g. booster classes, trips/visits)
- Work with Primary colleagues to ensure an all-through collaborative approach for the teaching and delivery of Maths at Buxton School

### **SECURING EFFECTIVE USE OF RESOURCES:**

#### **a) PERSONNEL**

**In order to achieve this they will:**

- participate in the selection of new staff
- communicate to, delegate to, and organise staff well
- support, guide and motivate team members and support staff
- heighten a common purpose and shared vision, and secure commitment from the team and so develop team work
- chair meetings

- coach
- mentor LSAs, support staff, Beginner Teachers, NQT's
- give advice on threshold, upper pay spine, references, promotion, induction, ITT

**b) PERFORMANCE MANAGEMENT**

**In order to ensure the most effective leadership and management of staff, they will:**

- line manage team members
- take responsibility for the totality of performance by all (*designated*) team members
- set challenging objectives for their team members
- reflect school, departmental and individual needs and aspirations
- ensure the capability of the teaching within their curriculum area, and hence learning
- foster an open equitable culture and manage conflict

**c) OTHER RESOURCES**

**In order to achieve this they will:**

- develop accommodation and provide an ambience conducive to learning
- carry out risk assessments where required
- manage effective deployment of all resources and ensure value for money
- ensure safety

**THE KNOWLEDGE, SKILLS AND EXPERTISE REQUIRED**

**This will require the ability to:**

- be able to use comparative data
- maintain and update knowledge – subject, national, pedagogy, classroom, management, research and inspection findings
- keep abreast of statutory requirements
- develop ICT
- have a commitment to own professional development particularly in relation to school improvement priorities

**AT SCHOOL LEVEL**

**This will require:**

- support of the school ethos and policies
- contributions to the development of school policy
- participation in whole school literacy and numeracy dimensions
- participation in whole school citizenship
- supporting the school's policies on attendance, behaviour and rewards in recognition of their strong role in raising pupil achievement
- contribution to the achievement of high standards in relation to disadvantaged pupils.
- liaison with external agencies where appropriate
- representing team views, concerns and interests
- giving strategic direction and developing the subject area, including planning in line with the School Development Plan
- liaison with parents

- liaison with Governors

## **THIS IS TO ENSURE IMPROVED PUPIL OUTCOMES**

- To raise achievement at Key Stage 3
- To raise achievement at Key Stage 4
- To maximise pupil potential at all levels

## **SPECIFIC TASKS**

- To be in charge of the subject at both Key Stages
- To ensure the efficient management of all Teaching and Learning
- To ensure the curriculum design meets the needs of all learners
- To attend the Middle Managers meetings working with other Core Leaders to determine the agendas and chairing on a rotational basis

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.