



## Job Description

### **Lead Teacher of Mathematics**

**Responsible to:** Director of Mathematics Learning Community.

#### **SECTION 1 - GENERAL TEACHING DUTIES**

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

#### **Learning & Teaching**

1. To manage student learning through effective teaching in accordance with the Mathematics Learning Community's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including challenging our students) to match curricular objectives to the range of student needs, and ensure equal opportunity for all students.
4. To set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning, and to encourage students to take responsibility for their own learning.
5. To work with SEN staff and support staff (including prior discussion and joint planning), in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the Mathematics Learning Community to improve the quality of learning and teaching.
7. To set high expectations for all students, to deepen their knowledge and understanding, and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure and promotes their self-esteem.
9. To consider the needs of all students within lessons (and to implement specialist advice) especially those who:
  - have SEN;
  - are high attainers;
  - are not yet fluent in English.

#### **Monitoring, Assessment, Recording, Reporting, and Accountability**

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge, in line with the whole school policy.
2. To contribute towards the implementation of learning plans, as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. To assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. To keep an accurate register of students for each lesson.

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

**Subject Knowledge & Understanding**

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

**Professional Standards & Development**

1. To be a role model to students through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the School and Learning Community handbooks, and support all the school's policies.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the school's performance appraisal process.
8. To liaise effectively with parents/carers and with other agencies with responsibility for students' education and welfare.
9. To undertake any reasonable task, as agreed with the Director of Learning Community.
10. To be familiar with the current SEND Code of Practice.
11. To carry out any reasonable professional duties, as directed by the Headteacher.

**N.B:** Every subject teacher will be expected to have pastoral responsibilities.

**SECTION 2 – MIDDLE LEADERSHIP DUTIES****Strategic Purpose**

1. To be a model of exemplary, evidence-informed learning and teaching practice.
2. To provide strong, motivational and purposeful leadership that inspires staff and students to give and be their best.
3. To lead, manage and be accountable for teaching and learning and personal development within the Learning Community (LC).
4. To drive strategy, standards and provision for whole-school numeracy.
5. To promote an orderly, disciplined and supportive environment for all ensuring safeguarding compliance and the wellbeing of staff.
6. To manage change effectively and create a climate that enables all staff to develop and maintain positive attitudes to their subject and the teaching of it.

**Leadership Role**

1. To lead and organise teachers in the assigned LC so that they are fully involved in the work of the LC and achieve excellent standards of performance in all relevant measures.
2. To engage with the Maths research community to co-ordinate evidence-informed CPD opportunities for the LC.
3. To coach, mentor and support teaching staff as required.
4. To liaise with third-party bodies and agencies.

5. To arrange and co-ordinate Maths related personal development opportunities, including extra-curricular.
6. To develop enriching opportunities related to Maths for the most able.
7. To oversee Maths related primary liaison, transition and community engagement, maintaining and increasing the links with local primary school partners, as well as promoting Maths in the local community.
8. To contribute to the school improvement plan and ensure that targets relevant to subject(s) are met.
9. To successfully implement or co-ordinate appropriate systems for: assessing, monitoring, improving, recording and reporting student progress relevant to whole-school numeracy
10. To encourage staff to discuss developing ideas in their subject and foster an atmosphere of collaborate sharing of good practice to improve outcomes for students.
11. To ensure that teachers within the community have the skills to perform their roles by providing regular feedback to recognise good practice and support progress against professional and performance management objectives resulting in a tangible impact on student learning and standards.

#### **Line Management**

1. To communicate effectively with members of the LC through formal and informal meetings and briefings.

#### **Operational Responsibilities**

1. To contribute to lesson observations and learning walks within the LC and across the wider school.
2. To ensure that work is set for the classes of absent teachers, or delegated to another person for this purpose.
3. To establish a partnership with parents to involve them in their child's learning.
4. To liaise with parents and deliver appropriate information with regard to performance and examinations.
5. To liaise with other staff on matters relating to the LC.
6. To attend meetings with the Headteacher or designated LT link in connection with whole-school strategy, learning and teaching and personal development and other relevant areas.
7. To contribute to the appointment, induction and professional development of teachers and trainees assigned to the curriculum area.
8. To support the management of the LC's daily operations in accordance with school policies.
9. To ensure that the Health and Safety Policy is complied with.



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## Person Specification

### Assistant Director of Mathematics

	Essential	Desirable	Evidence
<b>Qualifications</b>	Graduate with relevant subject degree.  Qualified Teacher Status.  Evidence of appropriate CPD related to learning and teaching.	Evidence of appropriate CPD related to leadership and management.	Application Form.
<b>Knowledge, Understanding &amp; Skills</b>	Knowledge of current and new national curriculum developments.  Understanding of effective assessment strategies and how to use these to support planning and ensure student progress.  Knowledge of a range of pedagogical approaches to cater for different learner needs and ensure that all students are challenged and engaged.  Knowledge and understanding of strategies for promoting positive relationships with students and effective behaviour management techniques.  Experience of relevant KS4	Ability to use and understand assessment data to inform effective intervention strategies.  Experience of relevant KS5 teaching.	Application Form, Lesson Observation and Interview.
<b>Personal Attributes</b>	Self-motivated with an ability to use own initiative.  Effective interpersonal and social skills.  Self-reflective and willing to scrutinise own practice.  Full commitment to safeguarding children and young people.  High expectations of oneself and of others.	Resilience.  High levels of emotional intelligence.  Prepared to go the 'extra mile' for our students.  Potential for promotion.	Application Form and Interview.

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