

Lead Teacher of Maths

Salary: Leadership Scale 1 – 6,
Hours: Full time

Job Description

Normal place of work: Hazel Wood High School, although you may be required to work at any other school within the Trust.

Normal working hours: Full time Leadership

Responsible to: Headteacher

PURPOSE OF THE POST

- To support the working of the extended leadership to strategically lead the direction and development of the curriculum area in accordance with the aims and objectives of the school.
- To support the work of the Director of Maths to raise standards of student attainment and achievement within the curriculum area by developing and enhancing the teaching practice of others.
- To support the work of the Director of Maths to effectively evaluate the impact of Maths and strategically plan for improvement in the quality of pedagogy within the area.
- To role model exemplary outstanding teaching practice and standards.

DUTIES AND RESPONSIBILITIES

Leadership

- To support the Maths department to provide strategic leadership across the curriculum area in accordance with the aims and objectives of the school and department/faculty.
- To be responsible for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives.
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives.
- To be responsible for student attainment and staff performance in the area.
- To work with the Director of Maths to strategically plan for future improvements

- To develop staff in order to improve teaching and learning
- To link with the other Middle and Senior Leaders to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.

Curriculum

- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To support the development of appropriate syllabi, resources, SoW, assessment policies, and teaching and learning strategies in the area.
- To support the development of numeracy and other relevant initiatives.

Teaching and Learning

- To develop and enhance the teaching practice of all colleagues within the area and wider trust (or when deployed across the trust), implementing improvements where required.
- To promote excellence in the classroom by researching and developing excellent pedagogical practice.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the Maths department.
- To keep up to date with national developments in teaching practice and methodology.
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy.

Staff Development

- To work with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for identified staff.
- To provide coaching programmes and support within the performance management cycle.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with the safer recruitment policy.
- To be responsible for the efficient and effective deployment of any relevant associate staff.
- To participate in the school's teacher training programme(s) where appropriate.

Assessment

- To support the establishment of a robust target-setting process within the curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the whole curriculum area.
- To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken

- To produce reports on examination performance, including the use of value-added data.
- To provide all relevant bodies with robust information relating to the curriculum area's performance and development.

Communication

- To ensure that all members of the Maths department are familiar with their aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.
- To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies.
- To represent the School and trust's views and interests in a professional manner.

Marketing and Liaison

- To contribute to Trust liaison and marketing activities, e.g. the collection of material for press releases.
- To support the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of Maths at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources

- To efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures; to ensure that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept.
- To work with the Senior Leadership Team to ensure that teaching commitments are effectively and efficiently timetabled.

Pastoral System

- To monitor and support the overall progress and development of students within the curriculum area.
- To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the behaviour for Learning System is implemented in so that effective learning can take place.

Operational

- To promote teamwork and to motivate staff to ensure effective working relations.
- To support the leadership team in the day-to-day line management of staff within the area, ensuring that they follow academy policies and meet all requirements and deadlines
- To support the leadership team to make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate.

Other Specific Duties

- All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.

Lead Teacher of Maths Person Specification

CRITERIA	Experience and Qualifications: On their application form, candidates will demonstrate that they have the following qualifications and school experience:	
ESSENTIAL	DESIRABLE	
• QTS • An excellent track record of recent, relevant professional development • Accountability for the performance of a cohort of young people • Experience of effective teaching and performance within the curriculum area. • Evidence of good/outstanding classroom practice • Clear demonstration of the ability to mentor/coach/model best learning experiences to other teachers and staff	• Innovative use of resources • Leadership of a community project or an area of school development • Taking accountability for the success of an initiative	
CRITERIA	Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following knowledge and understanding:	
ESSENTIAL	DESIRABLE	
• The principles and characteristics of good and outstanding schools and Trusts • Innovative approaches to working with students, parents, staff and the local community • The principles and practices of strategic and operational planning and delivery • Effective review and evaluation procedures • The application of ICT within teaching • An understanding of inclusive education	• Different methods of consulting with stakeholders • Community/voluntary/parent/ • Partner agency links • Strategies for ensuring equal opportunities for staff, students and other stakeholders	
CRITERIA	Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following leadership and management:	
ESSENTIAL	DESIRABLE	
• Work effectively both as a leader and as a member of a team • Initiate, lead and manage change • Prioritise, plan and organise • Direct and co-ordinate the work of others • Set high standards and provide a role model for students and staff • Deal sensitively with people and resolve conflicts • Seek advice and support when necessary • Prioritise and manage own time effectively • A commitment to an open and collaborative style of management	• Motivate all those involved in the delivery team • Liaise effectively with other organisations and agencies	

CRITERIA	Communication Skills: On their application form, candidates will demonstrate that they have the following communication skills:	
ESSENTIAL		DESIRABLE
- Communicate the vision of the school and Trust in relation to the development of the local community - Negotiate and consult fairly and effectively - Build relationships with key stakeholders - Ability to communicate to a range of audiences. - Chair meetings effectively - Communicate effectively orally and in writing to a range of audiences		Develop, maintain and use an effective network of contacts
CRITERIA	Decision Making Skills: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following decision making skills:	
ESSENTIAL		DESIRABLE
- Make decisions based on analysis, interpretation and understanding of relevant data and information - Demonstrate good judgement		Think creatively and imaginatively to anticipate, identify and solve problems
CRITERIA	Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	
ESSENTIAL		DESIRABLE
- A commitment to inclusive education - Evident enjoyment in working with young people and their families - Empathy in relation to the needs of the academy and the local community - Ability to inspire confidence in staff, students, parents and others - Adaptability to changing circumstances/new ideas - Reliability, integrity and stamina - Personal impact and presence - Work under pressure and to deadlines		- Vision, imagination and creativity - A commitment to professional development