



The Radclyffe School

“Working Together for Excellence”

JOB DESCRIPTION

Maths KS3 Curriculum Lead

Purpose	• To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers’ Pay and Conditions of Service and the Teachers’ Standards. • Ensure a high-quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence. • To contribute to raising standards of student achievement and attainment within KS3 Maths. • To be accountable for student progress and development within KS3 Maths.
Reporting to:	Head of Faculty
Responsible for:	Students and School Resources
Liaising with:	Head/Deputies, AHT (Learning & Teaching), teaching and support staff, parents, Local Authority and other external agencies
DBS Check	Enhanced Level
Working Time	In accordance with the current Teachers’ Pay and Conditions Document (195 days, 1265 hrs directed time). Full-time.
Salary	Qualified Teacher Main /Upper Scale according to salary assessment plus, TLR 2C £8,611

LEADERSHIP

1. Support curriculum implementation through the production and quality assurance of shared resources in Maths
2. To lead the development of appropriate specifications, resources, medium term plans and long-term plans in KS3 Maths
3. To support the HOF and KS3 Assessment and Data lead in monitoring and following up student progress in KS3 Maths
4. To support with setting/ grouping decisions at KS3
5. To work with the KS3 Assessment and Data lead to ensure that all assessments are fit for purpose
6. To support the Head of Faculty with developing actions following QA activities in Maths as required
7. To support and mentor trainees, Teach First participants and ECTs

as required in Maths

8. To lead on specific areas of curriculum development work in Maths as directed by Head of Faculty
9. To work with Head of Faculty and SLMT curriculum liaison to plan and deliver subject CPD
10. Take an active role in the Maths management team to provide pedagogical guidance to support curriculum development
11. Actively engage with current educational research and disseminate this to the faculty.
12. Attend and contribute to faculty and management team meetings
13. Plan and prepare lessons to teach classes across the age and ability range (KS3 and 4)
14. Teach students according to their educational needs, including the planning and assessment of work carried out by the student in school and elsewhere
15. Communicate effectively and professionally with parents and carers on student progress and welfare, after consultation with appropriate staff
16. Liaise with pastoral leaders to ensure the implementation of the school's pastoral system, including the identification of any perceived student difficulties and possible resolutions
17. Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
18. Assist in the implementation of the Behaviour for Learning policy and the Five Respects so that effective learning can take place, including high expectations in respect of punctuality, standards of classwork and home learning
19. Share in the management of the behaviour of students including the break duty rota
20. Maintain appropriate records and provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc.
21. Complete the relevant documentation for the tracking of students and to track student progress to inform teaching and learning and report to parents.
22. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools
23. Contribute to Personal Development according to the school policy
24. Assess, record and report on student attendance, progress, development and attainment
25. Undertake assessment of students as requested by external

- examination bodies, departmental and school procedures
26. Mark, grade and give high quality feedback in line with whole school and faculty expectations
 27. Assist the Head of Faculty and School Leadership and Management Team to establish, monitor, evaluate and develop Learning and Teaching and the curriculum
 28. Take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

TEACHING AND LEARNING RESPONSIBILITIES IN MATHS

29. Ensure mapping of the KS3 Maths curriculum fits the national curriculum and is well sequenced
30. Ensure the KS3 Maths Curriculum is ambitious and allows access for all students
31. Ensure Medium Term Plans are detailed and fit for purpose at KS3
32. Ensure resources are in place for staff to use and updated for all ability groups on a rolling cycle
33. Liaise with the data lead to produce and contribute to QLAs for KS3
34. To lead on the organisation and provision of cover for KS3 classes when colleagues are absent
35. Provide updates for the faculty of exam resources and changes to meet the need of the students, examining and awarding bodies and the schools aims
36. Share in the management and development of consistent pedagogy
37. To be the Literacy lead for KS3 Maths
38. Act as a role model demonstrating the culture, expectations and ethos of the Radclyffe School.
39. Support the Maths management team to ensure that Maths policy and practice continues to be well aligned with the whole school aims.

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

40. Actively engage in the school's Appraisal process.
41. Take part in the school's staff development programme by participating in arrangements for further training and professional development
42. Lead by example and promote and enable team work in pursuit of corporate excellence
43. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
44. Follow the school's agreed policies for communications in the school

45. Co-operate with other staff to ensure resources are shared and used effectively and to the benefit of the School, Department and students.
46. Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

GENERAL RESPONSIBILITIES

47. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
48. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
49. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description
50. Maintain confidentiality and observe data protection and associated guidelines where appropriate
51. Contribute to the school marketing activities, e.g. the collection of material for press releases
52. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants or for any employee who develops a disabling condition.

Date: March 2025

Head teacher: J Cregg

**Person Specification – Maths KS3
Curriculum Lead**

	Essential/ Desirable	Application /Interview
Education, Qualifications and Knowledge		
Qualified Teacher Status	E	A
A degree or equivalent in Maths	E	A
Good understanding of the GCSE Maths	E	A/I
Relevant Teaching Experience		
Consistently teaching high quality lessons	E	A/I
Having knowledge of the national curriculum in Maths, and G.C.S.E courses	E	A/I
Planning and teaching well-structured Maths lessons (KS3 / KS4)	E	A
Raising standards of attainment and achievement at KS3	E E	A
Setting high expectations which inspire, motivate and challenge students to make good progress	E	A/I
Making accurate and productive use of assessment	E	A/I
Creating suitable assessment materials to check what students know and can do	E	A/I
Using formative assessment to inform pedagogy	E	A/I
Adaptive teaching to support all students including those LPA and SEND students	E	A/I
Understand current educational research and the essential elements of high-quality Maths teaching and assessment.	E	A/I
Work confidently with spreadsheets and other data systems	E	A/I
Develop assessment materials for KS3 that show what students know and can do without generating unnecessary workload for teachers	E	A/I
Ensure that assessment in Maths is in line with the whole school 'principles of assessment'	E	I
Strengthen formative assessment in Maths	E	I

Key skills, including interpersonal skills		
Having a keen interest in your own development in Learning and Teaching	E	A/I
Working positively with support staff and other colleagues	E	A/I
Communicating successfully with colleagues and parents / carers	E	A/I
Work as a team member	E	A/I
Adaptable and be flexible	E	A/I
Communicate effectively	E	A/I
Lead when required	E	A/I