

All Saints Catholic High School Job Description

Mathematics Subject Lead

Accountable to: Headteacher/Deputy Headteachers/Assistant Headteachers

Salary range: TLR1C

Post Reference: 15.13

Main purpose of the job

GENERIC

1. This post is part of the Middle & Extended Leadership Teams within the school. It involves working in close co-operation with the Deputy Headteacher/Headteacher. The responsibilities are listed but they are not intended to be exhaustive because all Subject Leaders share a corporate responsibility with the Centre for Learning in managing the school.
2. To promote the Catholic Ethos of the school.
3. To promote curriculum and Every Child Matters issues across the whole school, to raise achievement for all pupils.
4. To participate in the development of staff, Inset provision for staff and contribute to the Staff Induction Programme within the Maths team.
5. To share and support the disciplinary system within the school with specific responsibility for the Maths team.
6. To contribute to the efficient organisation and management of the school.
7. To ensure Maths staff are prepared for visits from OFSTED, HMI and LA Inspectors, SIPS etc.
8. Any other duties, as may reasonably be requested by the Centre for Learning Headteacher.

SPECIFIC

1. To have the highest expectations of professional and academic standards in a manner which reflects our mission statement.
2. To line manage the Key Stage Coordinators in Maths.
3. To develop a coherent Maths 11-18 Curriculum, which provides courses of study at Levels 1, 2 and 3.
4. To monitor pupil progress and attendance of all 11-18 learners through the analysis of data
5. Ensure all pupils make progress in line with agreed targets set with Deputy Headteachers.
6. Ensure pupils are suitably supported and challenged whilst they experience a stimulating, relevant and flexible curriculum.

7. To lead behaviour management within the Maths team, supporting colleagues and facilitating appropriate CPD to ensure consistent approach to Behaviour for Learning in line with school policy

This is not an exhaustive list and needs to be read in conjunction with the current conditions of service for Middle Leaders contained in the Schools Teacher's Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Director of Learning shall consult, where appropriate, the Governing Body, the Local Authority, the staff of the school and our parents and pupils. Additional duties would include:

- The day-to-day management, control and operation of course provision within Maths, including effective deployment of staff and physical resources.
- To implement School Policies and Procedures, e.g. Learning and Teaching, Assessment, Recording and Reporting, Equal Opportunities.
- To work with colleagues to formulate aims, objectives and strategic plans for the team which have coherence and relevance to the needs of pupils and to the Mission, aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the team, and to ensure that the planning activities of the team reflect the needs of pupils within the subject area, SIP and the aims and objectives of the School.
- To link with the Deputy Headteachers of KS3 and KS4/KS5 to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- In conjunction with the subject leader of ICT to foster and oversee the application of ICT, including the development of materials for Open Learning and the PLE.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout mathematics are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

- To liaise with the relevant Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of all subjects within the Faculty.

- To lead curriculum development for Maths.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the relevant Deputy Headteachers to maintain accreditation with the relevant Examination and validating bodies.
- To be responsible for the development of Key Skills within Maths.
- To ensure that the development of Maths is in line with national developments.

- To work with the Senior Leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the team's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within Maths.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within Maths liaising with the Cover Supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.

- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff and act as a positive role model.
- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within Maths and to work towards their achievement.
- To establish common standards of practice within Maths and develop the effectiveness of learning and teaching styles.
- To contribute to the School procedures for lesson observation/Monitoring Evaluation Review (MER) schedule.
- To implement School quality procedures and to ensure adherence to those within Maths.
- To monitor and evaluate line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the quality assurance procedures meet the requirements of Self Evaluation and the Strategic Plan.
- To ensure the maintenance of accurate and up-to-date information and the management information system.
- To produce reports within the quality assurance cycle for Maths.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Deputy Headteacher, to manage the team's collection of data.
- To provide the Governing Body with relevant information relating to Maths performance and development.
- To ensure that all members of the team are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents/carers of pupils.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the team's views and interests.
- To attend all relevant Middle and Extended Leadership Team meetings, to represent the Maths Team
- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, contributions to the school newsletter.
- To lead 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 subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the team budget, acting as a cost centre holder, requisitioning, organising the maintenance of equipment and stock, and the keeping of appropriate records.
- To work with the relevant Deputy Headteacher in order to ensure that the team's teaching commitments are effectively and efficiently time-tabled and roomed.
- To monitor and support the overall progress and development of pupils within Maths.

- To monitor student attendance and punctuality together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PHSE, citizenship and enterprise according to school policy.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To play a full part in the life of our school community, to support our distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.