

Stowupland High School Job Description

Job Title:	Key Stage 3 Leader - Maths
Pay grade:	MPS/UPS plus TLR 2
Responsible to:	Subject Leader - Maths

This job description should be read as an addition to the requirements of a teacher's job description

CORE PURPOSE

- To support the ethos and culture of the school as defined by the Principal
- To contribute, significantly, to the school's development
- To be accountable for leading, managing and developing the key stage in the subject area
- To raise standards of student attainment and achievement within the designated subject area and monitor/support student progress across all groups
- To monitor, develop and enhance the teaching practice of others within the subject area through line-management arrangements

Through the core purpose and particular responsibilities, the post-holder will fulfil the criteria for a TLR payment namely:

1. Having impact on educational progress beyond the assigned pupils;
2. Leading, developing and enhancing the teaching practice of others;
3. Having accountability for leading, managing and developing a subject area;
4. Having a line-management responsibility

PRINCIPAL RESPONSIBILITIES AND TASKS

Leadership and Management

- To develop a vision and direction for maths at KS3 through consultation and within the context and framework of the School Improvement and Development Plan
- To produce a Subject Improvement and Development Plan to support the work of the subject and the school (including whole-school targets) and be accountable for standards
- To identify training needs across the subject area and liaise with the CPD Lead
- To line-manage subject staff and participate in Performance Management arrangements as required
- To oversee the provision and maintenance of effective resources for learning – texts; materials; equipment
- To take responsibility for the physical environment of the subject area including classrooms, corridors and resource areas
- To liaise with the subject leader in the deployment and performance of non-teaching staff
- To support and monitor the consistent implementation of whole-school policies, approaches and expectations across the subject team
- To encourage the health and well-being of all students and staff working in the subject in line with school policies
- To ensure that appropriate and high quality information is provided for school publications such as prospectuses, option booklets, newsletters etc.

Curriculum, Teaching and Learning

- To liaise with the Subject Leader on the deployment of team members and time-tabling arrangements
- To develop (working with other staff as appropriate) schemes of work relevant to the relevant Key Stage and each area of the subject in order to deliver high quality teaching and learning
- To guide and inform effective teaching practice in Key Stage 3 Mathematics
- To monitor learning and teaching in line with whole-school quality assurance arrangements. (e.g. through examination analyses/evaluations; subject reviews; lesson observations; work scrutinies; homework checks; staff, student and parent feedback; regular line-management meetings)
- To encourage active and creative teaching approaches and disseminate good practice
- To support and develop areas of expertise within the key stage and subject area
- To review the subject curriculum offer at Key Stage 3 regularly to ensure that student needs are being met
- To support all subject staff in maintaining a safe, positive and orderly environment for learning and teaching.

Assessment

- To assist in setting targets for the subject area at the relevant Key Stage and monitor progress towards them
- To oversee, and be accountable for, student progress in Key Stage 3 across the subject area
- To maintain and monitor appropriate records of student progress and achievement
- To ensure students are fully prepared for assessment in the relevant key stage
- To ensure that relevant policies such as assessment and homework are implemented
- To support staff in communicating effectively with parents (through Open Evenings and Consultation Evenings for example)

Additional Duties

- To fulfil the role of form tutor as required
- To adopt a high profile around the school site
- To contribute to “on-call” duties if required
- To play a full part in the school community

Please note - this is not an exhaustive list of duties and responsibilities, and you may be required to fulfil other responsibilities from time to time as agreed with the Principal.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified teacher able to demonstrate good/outstanding classroom practice • Good honours degree in maths or related subject • Secondary teaching to GCSE • Proven success in preparing students for public examinations • Secure knowledge of the National Curriculum and public examination assessment requirements • Evidence of recent relevant professional development • Understanding and use of ICT in teaching and learning 	<ul style="list-style-type: none"> • Post-16 teaching • Experience in a number of schools • Successful experience of holding a position and responsibility and managing people
Leadership and Management	<ul style="list-style-type: none"> • Ability to demonstrate an understanding of leadership and management • Ability to manage change • Ability to challenge, support and motivate people • Understanding of school self-evaluation and the role of middle leaders • Ability to set and expect high standards from staff • Ability to communicate effectively in speech and writing • Ability to build relationships with parents, governors, partner schools, Trust staff and the local community • Ability to work positively with senior managers 	
Personal Qualities	<ul style="list-style-type: none"> • Hardworking and enthusiastic • Flexible and adaptable • Reflective • Resilient • Positive • Personable and approachable 	