



## Maths Teacher and Head of Year Progress Lead - Job Description

<b>Accountable to:</b>	<b>Academy Principal, Assistant Headteacher -Strategic Lead for Progress and Assistant Headteacher – Strategic Lead for PDBW</b>
<b>Immediately Responsible to:</b>	<b>Head of Maths</b>
<b>Working Closely with:</b>	<b>Non- teaching pastoral leaders, Form mentors, Parents/carers, SENCO</b>
<b>Grade:</b>	<b>MPS/UPS plus TLR 2b, £4,529 for Head of Year/Progress Lead responsibilities (temp for 12 months then to be reviewed)</b>

### Maths Teacher

#### Core purpose and objectives of the post:

- To work with the Head of Maths and the Maths team to successfully develop and implement, the Maths Department’s strategic vision to move it to outstanding.
- To set high standards to support positive learner progress and behaviour across the department.
- To support at all times the positive ethos, values and policies of the school
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with

#### Core purpose and objectives of the post:

- To ensure the highest standards of teaching and learning, learner attainment and progress within the classroom
- Uphold the values and beliefs of the Shaw Education Trust and be unwavering in a commitment to improve, accelerate and enable ambitious life goals for all our learners
- Fully support and at all times uphold the policies and positive ethos of the school and Shaw Education Trust
- Ability to successfully teach Maths across key stages 3 and 4 and demonstrate a range of teaching and learning strategies that have a positive impact on progress
- Ability to work effectively as part of a team
- Enthusiastic and passionate, creative and innovative with the drive and determination to move the school forward to outstanding.

- To support at all times the positive ethos, values and policies of the school.
- A dedicated team player who develops excellent relationships with learners and colleagues
- A professional who communicates clear expectations and promotes at all times positive behaviour for learning
- Make a significant contribution to the extra curricular and enrichment life of both the Maths Department and the school
- Commitment to participating in staff CPD and Professional development opportunities

### **Core duties specific to this post:**

- To ensure the highest standards of learning and teaching, learner attainment and progress across the Faculty. Responsible to the Head of Maths
- To undertake whole school duties as may be reasonably determined by the Academy Principal
- To carry out the duties of a teacher as set out in the current School Teachers Pay and Conditions
- To develop learners' Literacy and Numeracy skills within a specialist subject area
- To differentiate learning tasks to ensure all learners within a group make progress in every lesson, liaising with Special Support Assistants as necessary and effectively deploying additional support in the classroom
- To regularly assess learner's work and give appropriate AFL and feedback in line with school policy and use learner data to plan differentiated tasks in lessons and homework
- To ensure every learner knows where they are in their learning and understands the steps required to make continued progress
- To be an exemplary role model in terms of dress, behaviour, punctuality and attendance
- To attend and participate in Parent and Open Evenings as required
- To uphold the school's Positive Behaviour for Learning policy
- To provide cover for staff in line with the 'Rarely Cover Agreement'
- To ensure that the learning environment is attractive, tidy, safe and conducive to learning
- To adhere to the school policies regarding Health and Safety, ICT usage and educational visits/trips
- To undertake such duties as their respective Line Manager or the Academy Principal may determine as reasonably falling within the role

## **Head of Year Progress Lead**

### **Key Responsibilities**

#### **The successful candidate will, across a specific year group:**

- Be the lead professional for progress across the year group
- Lead by example and ensure relationships among learners and staff reflect at all times a positive and respectful culture
- Establish an inspirational climate of achievement and success for all learners in the year group
- Establish a clear year group identity and ethos which is fully aligned to "The Unsworth Way".
- Instil in all learners in the year group a highly positive commitment to learning.
- Support all learners in the year group to become highly resilient to setbacks, develop their confidence, and take a real pride in their achievements
- Work in partnership with the pastoral leaders and the Curriculum Support team to significantly reduce and ideally eliminate any barriers to progress (i.e. attendance, punctuality, safeguarding concerns, poor behaviour choices, well-being, mental health, equipment)

- Monitor and track the academic progress of all learners in the year group in line with the whole school assessment cycle, to ensure this cycle has maximum impact and drives up academic standards for all learners including identified cohorts.
- Ensure swift and appropriate early interventions to ensure all learners (including identified specific cohorts (i.e. PP/HAPs/SEN) secure at least expected progress
- Lead the organisation and conducting of academic mentoring interviews, communication of relevant information and co-ordinating follow-up arising from these interviews
- Establish a robust rewards offer for the year group, to reward success and encourage further success.
- Ensure the detention system works in line with the School's PBFL policy including the supervision of relevant detentions.
- Ensure all learners in year group are appropriately and smartly dressed in line with school policy
- Ensure all learners in year group are ready to learn with equipment in line with school policy
- Ensure attendance targets for the year group are met
- Ensure learners in the year group are punctual to school and lessons
- Encourage and support identified learners to fully engage in extra- curricular activities, to build their confidence, self-esteem and resilience, and inspire them to believe they can achieve anything they set their mind, to including academic excellence.
- Liaise with parents/carers and other agencies as appropriate to ensure expected progress is made by the end of the academic year
- Lead year group assemblies
- Lead form mentor meetings and communicate concerns/achievements regarding individuals to form mentors
- Support the School Council and the House system to develop leadership opportunities for the year group
- Undertake learning walks of the forms and monitor form mentor time to ensure the time is used productively in line with expectations
- Lead the reporting process for the Year Group including head of year comments
- Have oversight of Parental Consultation Evenings for the Year group and promote the highest possible attendance
- Undertake such duties as their respective Line Manager or the Principal may determine as may reasonably be requested by the Principal

**Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.**

**The school is committed to the ongoing professional development of all its employees.**

Job Description prepared by:	Mrs S. Armstrong, Academy Principal	Date: 21/3/2019
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**Agreed by Postholder:**

**Signed**

**Date:**

# Maths Teacher – Person Specification

<b>SHORT-LISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience</b>		
Teaching Qualification	✓	
Degree or equivalent in Maths related subject	✓	✓
A recent and relevant middle leadership qualification i.e. NPQML		
Outstanding classroom practitioner who can secure at least good progress for classes taught	✓	
Creative and innovative approach to teaching and learning	✓	
Commitment to maximise the life chances of our learners	✓	
Ability to successfully relate to learners, staff, parents / carers, and other key stakeholders	✓	
Excellent time management	✓	
Excellent communication skills, both oral and written	✓	
Ability to offer a firm but friendly approach and be self confident in dealing with young people	✓	
Good numeracy/literacy skills	✓	
Ability to work constructively as part of a team	✓	
Ability to effectively use and analyse data to inform teaching and secure expected levels of progress	✓	
Commitment to significantly contribute to the extra curricular and enrichment life of the school	✓	
<b>Skills and Knowledge</b>		
Commitment to ongoing CPD	✓	
Safeguarding and Child Protection training or willingness to attend training	✓	
First aid qualification or willingness to attend first aid training	✓	
<b>Special Working Conditions</b>		
Ability to attend evening meetings	✓	
Willingness to run occasional holiday revision classes		✓
Two references which confirm no issues evident in terms of child protection, discipline or capability and positive relationships with learners, staff and parents	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	
<b>Personal Qualities</b>		
The successful candidate will demonstrate the highest levels of personal and professional integrity at all times. They will need to demonstrate a positive outlook, energy, enthusiasm, resourcefulness, drive, the ability to motivate others, to be flexible and to work as part of a larger team.	✓	
A passion for learning and a desire to play a key part in the further development of Castlebrook High School to realise our ambitious and inclusive vision and to be the best school we can possibly be.	✓	
An excellent health and attendance record is essential. A high degree of professionalism is essential.	✓	
<b>Safeguarding</b>		
Two references which confirm no issues evident in terms of child protection, discipline or capability and positive relationships with learners, staff and parent/carers	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	
Suitable to work with young children	✓	
Able to form and maintain appropriate relationships and personal boundary with children and young people	✓	

## Head of Year Progress Lead – Person Specification

<b><u>SHORT-LISTING CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
Ability to lead by example at all times	✓	
An unrelenting passion to play a key part in the further development of the school to realise our ambitious vision and to be the best school we can possibly be	✓	
Outstanding/good classroom practitioner who can secure at least good progress for classes taught.	✓	
Ability to effectively use and analyse data to inform appropriate interventions and drive up progress and secure at least expected levels of progress	✓	
Commitment to maximise the life chances of all our learners	✓	
Ability to successfully relate to learners, staff, parents / carers, and other key stakeholder	✓	
Excellent time management and organisational skills	✓	
Excellent communication skills, both oral and written	✓	
Ability to lead and work constructively as part of teams	✓	
Ability to offer a firm but friendly approach and be self-confident in dealing with both adults and young people	✓	