



Wolstanton High School

A Shaw Education Trust Academy



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Job Description

Post Title:	Progress Leader of Mathematics Department
Accountable to:	Assistant Headteacher - Leader of Maths and SLT
Responsible to:	The provision of high quality learning experiences and support for students within specific cohorts.
Allowance:	MPS/UPS + TLR 2.2 (£4,599)

Job Purpose

- To raise standards of student achievement within the whole curriculum area and to monitor and support student progress.
- To develop and enhance the teaching practice of others within the Department to ensure outstanding teaching and learning in Maths, in conjunction with the Assistant Headteacher - Leader of Maths.
- To ensure the provision of an appropriately broad balanced, relevant and appropriately differentiated curriculum is available for students in Maths.
- To be accountable for student progress, attainment and development for identified cohorts of learners across the key stages.
- To be accountable for leading, managing and developing the areas of the curriculum and extracurricular activities.
- To effectively manage financial and physical resources within the Department in conjunction with the Assistant Headteacher - Leader of Maths.
- To support the Assistant Headteacher - Leader of Maths and to deputise when and where appropriate.
- To be responsible for monitoring assessment of Maths. (in conjunction with Assistant Headteacher - Leader of Maths).
- To raise attainment in Maths across specific cohorts (in conjunction with the Assistant Headteacher - Leader of Maths).
- To monitor and support the overall progress and development of students as a leader within the curriculum area and as a form tutor.

LEADERSHIP RESPONSIBILITIES:

- Promote high quality of teaching and learning in the curriculum area.
- To assist the Assistant Headteacher - Leader of Maths in raising standards across the mathematics Department.
- Monitoring staff performance in conjunction with the Assistant Headteacher - Leader of Maths.
- Assist with the development of effective teaching and learning styles/strategies within the Department.
- To ensure all pupils are catered for eg those with special needs, gifted and talented, and to make certain these pupils have appropriate and differentiated work.
- To ensure schemes of work in maths are up to date and appropriate (in conjunction with Assistant Headteacher - Leader of Maths).
- To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department (in conjunction with Assistant Headteacher - Leader of Maths) .
- To assist the Assistant Headteacher - Leader of Maths with the day to day management, control and operation of curriculum area provision within the Department.
- To assist in monitoring and following up student progress and assessment.
- To assist in the implementation of school policies and procedures
- To take a leading role in the progress of identified groups of students.

MANAGEMENT RESPONSIBILITIES:

- Assist the Assistant Headteacher - Leader of Maths to monitor and evaluate all Department work including marking and feedback, homework, use of resources and rewards and sanctions.
- Assist the Assistant Headteacher - Leader of Maths to ensure whole school policies are implemented consistently across the curriculum area.
- To use cohort data and to discuss this with colleagues in order to ensure consistent and constant improvement within the Department.
- To assist the Assistant Headteacher - Leader of Maths to ensure the learning area within the Department is attractive and promotes learning.
- To ensure high standards of student behaviour in subject lessons and to support colleagues.
- To implement School Policies and Procedures.
- To ensure that Health and Safety policies and practices, including risk assessments throughout the Department, are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

STAFFING, STAFF DEVELOPMENT, RECRUITMENT AND DEPLOYMENT OF STAFF:

- To participate in the school's coaching programme to improve the quality of teaching and learning.
- To work with the Assistant Headteacher - Leader of Maths and Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to personal development reviews and to act as a reviewer for identified staff within the Department.
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To ensure the effective deployment of classroom support.

DEVELOPMENT RESPONSIBILITIES:

- To have responsibility across a key stage and liaise with relevant partners.
- To assist the Assistant Headteacher - Leader of Maths to develop outstanding teaching and learning within the Department.

JUDGE STANDARDS:

- Analyse and interpret data for students within specific cohorts and take appropriate actions in the light of analysis.
- Review with colleagues in the Department assessments of progress for the classes/groups and individuals they teach.
- Carry out pupil work samples and discuss the work, progress and attitude from this evidence in conjunction with the Assistant Headteacher - Leader of Maths.
- Gather the views of the pupils, via pupil voice interviews, in conjunction with the Assistant Headteacher - Leader of Maths.

QUALITY CONTROL:

- To ensure the effective operation of quality control systems.
- To work with the Assistant Headteacher - Leader of Maths in the process of the setting of targets within the Department and work towards their achievement.
- To help to establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the Department.
- To implement school quality procedures and to ensure adherence to those within the Department.
- To participate in the monitoring and evaluation of the maths curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required within the relevant curriculum area.

MANAGEMENT INFORMATION:

- To ensure the maintenance of accurate and up to date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance.
- To assist in the identification of examination entries within the Department.

COMMUNICATIONS:

- To help to ensure that all members of the maths Department are familiar with maths courses and their objectives.
- To ensure effective communication as appropriate with the parents of students.
- To liaise with partner schools, examination boards, awarding bodies and other relevant external bodies.

MARKETING AND LIAISON:

- To contribute to 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 in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.
- To assist the Assistant Headteacher - Leader of Maths to identify resource needs and to contribute to the efficient/ effective use of physical resources.
- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.

MANAGEMENT OF RESOURCES:

- To assist the Assistant Headteacher - Leader of Maths to identify resource needs and to contribute to the efficient/ effective use of physical resources.
- To co-operate with other faculties to ensure a sharing and effective usage of resources to the benefit of the school and the students.

PASTORAL SYSTEM:

- To monitor and support the overall progress and development of students within the curriculum area.
- To help to monitor student attendance together with students' 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 act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
- To assist in the implementation of the behaviour management system in the Department so that effective learning can take place.

EVALUATE TEACHING AND LEARNING AND PROMOTE OUTSTANDING TEACHING AND LEARNING:

- Evaluate schemes of work to ensure they focus on effective and consistent high quality teaching and learning and ensure pupils make excellent progress.
- Assist Assistant Headteacher - Leader of Maths to review colleagues' planning.
- Promote independent learning within the subject area.
- Assist Assistant Headteacher - Leader of Maths to establish effective coaching and mentoring within the Department.
- To work with the Assistant Headteacher - Leader of Maths to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

PURPOSE:

- To ensure excellent pupil progress across specific cohorts in maths.

- To ensure provision of an appropriately broad, balanced, relevant and differentiated maths curriculum across specific cohorts in maths.
- To develop, monitor and update specific SoW.
- To support the development of AFL and ensure consistency of standards in maths.
- To support the Assistant Headteacher - Leader of Maths with regard to requisitions and financial monitoring.

CURRICULUM DEVELOPMENT:

- To support curriculum development and assessment within the whole Department.
- 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 work with the Assistant Headteacher - Leader of Maths to maintain accreditation with the relevant examination and validating bodies.

LEAD ON IMPROVEMENT:

- Lead discussion on Department priorities across specific cohorts.
- Agree targets for raising standards to meet whole school targets.
- Lead on improvements in teaching and learning.
- Liaise with other staff to share approaches and excellent practice.

OTHER SPECIFIC DUTIES:

- To continue personal development.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All Job Descriptions at Wolstanton High School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions. The purpose of these Job Descriptions is to clarify and sharpen the focus of the role of the postholder.

This job description will form part of an annual review to discuss your professional development. This review will be between you and your Line Manager.