

Job Description

Eckington School is committed to the safeguarding and welfare of its students

SCHOOL:	Eckington School
POST:	Leader of Teaching and Learning: Mathematics
POST GRADE:	TLR 1b (£9387)
JOB PURPOSE:	To lead and manage the Mathematics team and all mathematically related issues within the curriculum as well as teach courses offered by the Department.
LINE MANAGER:	Headteacher

GENERAL RESPONSIBILITIES:

- * To lead and manage the Mathematics team with a view to raising standards of achievement in all key stages.
- * To contribute to the management of the school through planned meetings, working groups and other activities related to the improvement plan.
- * To work in accordance with the school's curriculum statement and policies.
- * To prepare and teach lessons allocated on the timetable taking into account the different abilities of students.
- * To take part in personal professional development activities and to lead those activities where appropriate.
- * To ensure that reports to parents are compiled at appropriate times and attend relevant meetings for parents.
- * To assess students' work and keep accurate records of their achievements.
- * To ensure proper behaviour by students through the agreed procedures within the school and individual departments.
- * To be a Form Tutor, fulfilling the duties laid out for a Form Tutor or have equivalent pastoral responsibility.
- * To participate in the Personal and Social Health Education programme.
- * To care for the building fabric, furniture, fittings and resources used in the school.

SPECIFIC RESPONSIBILITIES:

Leadership and Management

- * Articulate the vision and philosophy of the Mathematics curriculum and ensure it is shared and understood by all colleagues.
- * Initiate and provide support to staff so that there is an ongoing improvement in teaching and learning which leads to the good progress of all groups of students.
- * Identify individual and team development needs and participate in developing and maintaining high quality professional development activities.
- * Take a full part in Performance Management to ensure improved provision and outcomes in Mathematics.
- * Co-ordinate and take part in the production, development and updating of all faculty/department documentation i.e. handbook, schemes of work, improvement plans, entries for prospectus, options booklets etc.
- * Through consultation with colleagues, produce the department improvement plan.
- * Attend meetings e.g. LoTL, Governors, Primary colleagues and ensure the Department's view is heard.
- * Oversee the safeguarding of students in Mathematics.

Curriculum Development

- * Keep the department at the vanguard of Mathematics teaching through updating and continual development of learning programmes ensuring wherever appropriate links with other subject areas e.g. numeracy, information technology.
- * Plan for KS2/KS3 continuity.
- * Co-ordinate the production of differentiated learning materials in Mathematics after liaison with the Learning Support Co-ordinator, (such that SEN students make good progress).
- * Be involved in groups considering improvements in numeracy, literacy and oracy standards and keep the department up to date with any progress.
- * Ensure that up to date schemes of work are in place for all teaching programmes within the department.

- * Co-ordinate the production of resource material to support all courses.

Monitoring Review and Evaluation

- * Manage departmental systems for monitoring and evaluation.
- * Analyse assessment information for each year group and use this data to set targets and inform intervention and development; monitor individual pupil and teaching group progress; produce summative reports for the Headteacher including an in depth report on external examination performance and a plan for further improvement.
- * Monitor, on a monthly basis, the spending of the departmental budget against agreed priorities.

Resource management

- * Through the improvement planning processes, identify the resource demands of the department (materials and staff development).
- * Provide estimates and bids for funding from sources other than school allowance.
- * Provide staffing forecasts and plans of staff allocation to classes for the school timetabler.
- * Prepare an annual budget plan for the department so as to maintain and further develop the curriculum.
- * Allocate the Mathematics department budget against these priorities and monitor its spending.
- * Ensure systems are in place for the effective use of resources, teaching and learning materials.
- * Ensure that there is always high quality display within the department and this changes on a regular basis.
- * Carry out periodic inspections of building fabric, furniture, fittings and equipment within the department - report areas in need of repair and/or Health and Safety issues.

Administrative

- * Ensure all department documentation is kept up to date.
- * Inform through newsletters, department meeting agendas, face to face contact, of all matters relevant to the effective operation of the faculty.
- * Take responsibility for the co-ordination of all information relating to examination entries, forecast grades, entry changes etc.
- * Overview the allocation of students to teaching groups and the review of setting procedures.

Pastoral

- * To provide support and counselling for students regarding KS4 options, progression to post-16, Higher Education and Careers within the areas of Mathematics.
- * Ensure proper behaviour by students when they are working within the area.
- * Provide support for colleagues with all aspects of classroom organisation and management of pupil behaviour through the agreed procedures in the school.
- * Provide the leadership, good example, discipline and care exercised by the head of a family group so that each child feels valued.
- * Know and be directly responsible, within the school, for each individual pupil within the tutor group.
- * Support and monitor pupil achievements and progress within the tutorial group through regular reviewing and setting of targets.
- * Develop good relationships with individual pupils so that all pupils feel able to bring problems to be discussed.
- * Ensure the successful teaching of Personal and Social Health Education material and take an active role in its future development.
- * Attend form tutor meetings and contribute to the development of the pastoral system through assisting in the development and implementation of existing and new policies.
- * Deliver all aspects of the Safeguarding Policy as it relates to teachers/tutors.

Others

- * Any other duties which may, from time to time, reasonably be required within the general level of responsibility of the post.