**Job Description & Person Specification**

**Lead Practitioner - Maths**

Responsible to Assistant Headteacher – Teaching & Learning

**Job Description**

**Main duties:**

* To ensure academic outcomes in Maths are exceptional across all key stages.
* To maintain expert knowledge of teaching and learning and disseminate this to other teachers across the academy,
* To support and deliver an appropriately broad, balanced, relevant curriculum for students.
* To monitor and support the overall progress and development of students as a teacher, form tutor and leader across the Maths Department.
* To support the learning experience which provides students with the opportunity to achieve their individual potential in Maths.
* To support on teaching and learning initiatives across the department.
* To support the work of the department in seeking to continuously improve the quality of
* classroom teaching.
* To support on the raising standards of achievement and maximising student attainment in Maths.
* To be committed to the safeguarding of children.
* To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students.
* To lead on the development of appropriate syllabuses, resources, schemes of work, marking

policies and teaching strategies in the Department.

* To role model and uphold the values and expectations associated with leaders at the School.
* To lead on the Department’s improvement plan and its implementation.

**High Standards:**

* To role model effective teaching and learning strategies.
* To monitor and evaluate the effectiveness of the curriculum provision for students.
* To develop an ethos of striving for excellence by the students.
* With the Assistant Headteacher plan and deliver high quality training for staff.
* To have a secure knowledge of the developments and the opportunities within the curriculum for students.
* Use effective and detailed data analysis to raise the attainment of all students within the curriculum area and in particular targeted groups.
* To assist in the planning and implementation of a personalised learning strategy for students in Maths.

**Curriculum Provision:**

* To lead on the curriculum provision which provides a range of teaching and learning which complements the School strategic objectives.

**Staff Development:**

* To take part in the staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods across Maths.
* To engage actively in the appraisal review process and line manager relevant members of the department in this process.

**Quality Assurance:**

* To adhere to and to help to implement quality procedures.
* To lead on the process of monitoring and evaluation of the department in line with procedures, including evaluation against quality standards and performance criteria.
* To identify improvement required to the teaching and learning demonstrated within the department and hold staff to account for the improvement.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions.

**Management Information:**

* To quality assure appropriate records and to provide relevant accurate and up-to-date information for the management information system.
* To quality assure and complete the relevant documentation to assist in the tracking and intervention of students across the department.
* To track the progress of assigned students and use this information to inform teaching and learning and intervention programmes across the department with the support of other leaders in the department.

**Communications:**

* To communicate effectively with the parents of students as appropriate.
* To communicate and co-operate with persons or bodies outside the School, where appropriate.
* To follow agreed policies for communications in the School.
* To attend meetings in accordance with the School policy.

**Teaching:**

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* To use teaching strategies which will engage, and challenge students appropriate to their needs and the demands of the syllabus.
* To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure a high-quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To maintain good order, discipline, and respect for others; to promote understanding of the school’s rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning.
* To undertake assessment of students as requested by external examination bodies, department, and School procedures.
* To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken in line with the department policy for assessment and marking.

**General:**

* Develop excellent working relationships with colleagues internally, centrally and externally.
* Be an effective and flexible member of the team.
* Participate in training and other learning activities as required.
* Participate in the Performance Management process.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* To represent the academies at events as appropriate.
* The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.
* This job description will be kept under review and may be amended via consultation with the individual and Headteacher as required.

**Person Specification**

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| **Education and Qualifications** | **Essential** | **Desirable** |
| Qualified Teacher Status (QTS). | X |  |
| Degree or equivalent academic qualifications. | X |  |
| Evidence of further/higher study. | X |  |
| Ability to teach the subject area at KS3, KS4 | X |  |
| **Experience** | **Essential** | **Desirable** |
| Raising student achievement. | X |  |
| Good teaching at secondary. | X |  |
| Inspiring staff and students and establishing successful relationships. | X |  |
| The ability and experience to develop a vision and put this into practice. | X |  |
| Establishing and maintaining high standards and expectations. | X |  |
| Appropriate professional development (particularly linked to raising achievement). | X |  |
| **Knowledge and Skills** | **Essential** | **Desirable** |
| Evidence of a commitment to continuing professional development. | X |  |
| Willingness to actively participate in professional learning. | X |  |
| Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape. | X |  |
| Ability to plan and teach engaging, motivating lessons with clear objectives and student learning outcomes matched to departmental schemes of work. | X |  |
| Ability to teach to Advanced Level, although experience of this is not essential. | X |  |
| Ability to effectively deploy a range of teaching and learning styles to suit the nature of the course content and the ability and attainments of students. | X |  |
| Capacity to manage the learning environment and student behaviour in a manner, which is conducive to productive learning for all students. | X |  |
| Ability to assess student achievements against course objectives and provide outstanding feedback, which enables students to maximise their talents and abilities. | X |  |
| Ability to keep excellent administrative and student achievement records. | X |  |
| Ability to relate well to students, staff and parents in a professional manner. | X |  |
| Ability to use ICT as an integral part of teaching and learning programmes. | X |  |
| **Teamwork** | **Essential** | **Desirable** |
| Recognises the contribution and achievement of colleagues. | X |  |
| Keeps colleagues, stakeholders and/or customers informed of progress. | X |  |
| Treats others fairly, openly and consistently. | X |  |
| Expresses disagreement or challenges views calmly, constructively and tactfully. | X |  |
| Supports and co-operates with colleagues. | X |  |
| **Personal Attributes** | **Essential** | **Desirable** |
| Maintains confidentiality and discretion | X |  |
| Able to make connection between their work and the benefits to students. | X |  |
| Good written and verbal communication skills. | X |  |
| Ability to prioritise and manage workload while maintaining a flexible response to urgent requests. | X |  |
| Good interpersonal skills and ability to work with staff and stakeholders at all levels. | X |  |
| Organised and good attention to detail. | X |  |
| High expectations of self. | X |  |
| The ability to act on advice and be open to coaching. | X |  |
| A commitment to extra-curricular activities. | X |  |
| A continued interest in developments in teaching and learning. | X |  |
| The ability to motivate others. | X |  |
| The ability to establish effective working relationships with individuals, groups and organisations. | X |  |
| The ability to remain calm and diffuse situations. | X |  |
| The demonstration of a concern for excellence in one’s professional work and the achievement of students. | X |  |
| A commitment to support the school’s aims, vision and ethos. | X |  |
| Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion. | X |  |
| Energy and commitment to professional responsibilities and to the betterment of all students. | X |  |
| A willingness to contribute to the wider life of the school. | X |  |