

**SCHOOL:** **THAMESVIEW SCHOOL**

**JOB TITLE:** **Director of Maths**

**REPORT TO:** **Deputy Headteacher**

 **SCALE: Leadership Scale L11-15**

**PURPOSE: To provide professional leadership to the Maths Department, allowing for sustainable progress to be made within Maths results and ensuring that whole school targets set for this area are effectively met. In particular to ensure that all staff deliver a high quality of teaching and learning.**

**Responsibilities/Accountabilities include:**

**Leadership & Management**

* To co-ordinate and lead the implementation of the Maths or Maths programmes of study and schemes of work to enable high quality teaching and learning.
* Work collaboratively with all staff in these areas to maximise performance and coach improvement in teaching, learning or the use of data to monitor progress, within the directed framework of Directors and Middle Leadership meeting as well as departmental meetings.
* Promote the ethos of Thamesview in every aspect of daily work and implement the School Improvement Priorities across all Key Stages and at all levels.
* Attend Raising Attainment and Progress Meetings with the SLT and Middle Leadership Team
* Take positive action to address the performance of Maths staff in any respect of their classroom performance or teaching role.
* Maintain up-to-date curriculum knowledge.
* Attend and contribute to Middle Leadership and Raising Standards (RSL) meetings.
* Cultivate a positive, supportive and developmental environment within the Maths Department, to maximise student outcomes and progress in line with the school targets.

**Teaching & Learning**

* To monitor, support and develop teaching and learning to ensure that lessons are effective.
* To ensure consistent approaches and high standards are used for *Assessment of Learning*, and innovative student methods are used for *Assessment for Learning* during learning time.
* Ensure an inclusive curriculum and extension activities are routinely part of everyday practice.
* Coach and mentor staff in order to develop their pedagogical skills and knowledge.
* Keep up-to-date with curriculum developments and share good practice across the Maths and Maths subject areas.
* Implement a regular programme of quality assurance within Maths, through drop in’s, monitoring and work sampling, to ensure consistency and high standards across the subject.
* To be a role model for good practice across the department.
* To ensure every child receives the appropriate curriculum within a framework of personalised learning and equal opportunities.
* Ensure that subject complies with National Curriculum requirements.

**Monitoring**

* Produce and update all department paperwork and documents including the department SEF, Exam Analysis documents and Action Plans.
* Provide written reports to School Improvement Partners (SIP), Governing Body or other senior representatives to show evidence of success and progress in your subject area.
* To ensure systems are in place to monitor the progress of staff and students, and to identify from this, ways to improve teaching, learning and attainment.
* Ensure accurate reporting of student outcome and progress to parents.
* Have clear strategies in place to address areas of improvement.
* Be responsible for implementing, monitoring and evaluating strands within the School Improvement Plan.
* Monitor, interpret and act upon data analysis to raise standards and the performance of every group/individual student within Maths.
* To set the strategic direction of the Department, including SMART Targets, monitoring progress and performance.
* Work with the Director of English to ensure that the two subjects are mapping students accurately.

**Administration**

* Responsibility for ensuring relevant school self-review documentation is kept updated as per the annual schedule.
* Deploy support staff within Maths to maximise potential benefit to students.

The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

**Additional Duties**:

The conditions of Employment for School Teachers specify the general professional duties of teachers.

Notes:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must have regard to the Teachers' conditions of Employment.
2. This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.

**Key Competencies**

* Can set the vision clearly within the subject and across the school for high attainment.
* Enthusiastic and passionate about the subject’s importance as a life-skill.
* Good time management (able to meet deadlines).
* Have a high level of emotional intelligence.
* Always demonstrate ‘leadership by example’.
* Good personal presentation.
* A commitment to do everything possible for each student to enable them all to be successful;
* To set and tackle challenging targets;
* Have the drive and ability to support students in their learning and to help them become confident and independent learners;
* The ability and drive to produce positive outcomes by influencing others.
* To promote opportunities for the sharing of good practice and confront and improve where development needed in staff.
* Can take the initiative in decision making and direct the activities of other team members within the Community.
* Ensures that gathered information is accurate, relevant, and sufficient to support decision making.
* Is able to identify the most important issue in a complex situation.
* Pays attention to detail.
* Challenges current working practice in order to identify opportunities for improvement.
* Ensures objectives and targets set within the school are achievable and SMART.
* Encourages others to get involved in new practice and experiences, by being a model of innovative practice.
* Can provide others with regular constructive feedback designed to improve their future performance.
* Initiates learning and development opportunities for all members of the school community, encouraging the life-long attitude to learning.
* The ability to build team spirit in order to achieve shared goals.
* To be able to challenge others in the students’ best interests.
* To be able to actively manage emotions and energy.
* Is able to manage their own time schedule, workload, personal interests and can effectively delegate.