Sandwich Technology School



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| **Role Title** | Subject Leader, Mathematics |
| **Job Purpose** | * To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student learning and progress. * To be accountable for student learning, progress and development within the curriculum area. * To develop and enhance the teaching practice of others. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. * To be accountable for leading, managing and developing the curriculum area. * To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area. |
| **Dimensions** | **Responsible for:**   * Teaching staff and other relevant personnel within the curriculum area. * Guiding and instructing the Deputy Subject Leader, Mathematics. * Performance management of the Deputy Subject Leader, Mathematics.   **Liaising with:**   * Headteacher, SLT, other subject leaders, College Staff, relevant staff with cross-school responsibilities, relevant support staff, other schools and parents as appropriate. |
| **Principal Accountabilities** | **Operational/Strategic Planning**   * To formulate and evaluate an annual development plan for the curriculum area, which focuses on raising standards for all students, as informed by the school’s development plan. * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment strategies and teaching and learning strategies in the curriculum area, including the delegation of appropriate tasks to other members of staff in the curriculum area. * The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources. * To actively monitor and follow up student progress. * To implement School Policies and Procedures * To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission. * To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the School's Business Manager. * To make use of analysis and evaluate the performance data provided in order to provide effective intervention with individual students. * To work with relevant members of the SLT in order to ensure that the curriculum area’s teaching commitments are effectively and efficiently time-tabled and roomed. * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.   **Curriculum Provision and Development**   * To liaise with the SLT line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and school self-evaluation processes. * To ensure that the curriculum area contributes fully to the students’ SMSC development. * To ensure appropriate differentiation is in place across the curriculum area to meet the needs of all groups of students, and to liaise with the SENCo as appropriate. * To lead and be accountable for the development and delivery of the national curriculum and examination courses at all levels in the curriculum area. * To keep up to date with national developments in the curriculum area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To liaise with School Examinations Officer to maintain accreditation with the relevant examination and validating bodies. * To be responsible for the development of Literacy and Numeracy wherever relevant and possible within the curriculum area. * To represent the curriculum area in all new initiatives and curriculum developments.   **Staff Development, Recruitment and Deployment**   * To ensure that staff development needs are identified and that appropriate programmes are made available to meet such needs including the coaching of colleagues. * To participate in school-based research or INSET designed to improve teaching and learning and to lead reflective subject-based discussions on these. * To act as performance management reviewer for other staff as directed by the Headteacher. * To make appropriate arrangements for classes when members of staff are absent, ensuring appropriate cover within the curriculum area, including liaising with the Study Supervisor/ relevant staff to secure appropriate arrangements. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. * To promote teamwork and to motivate staff to ensure effective working relations and to delegate tasks appropriately within the subject team. * To participate in the school’s ITT and CPD programme. * To be responsible for the day-to-day management of staff within the designated curriculum area and to act as a positive role model, and to liaise with SLT regarding the performance of staff when necessary.   **Quality Assurance:**   * To ensure the effective operation of quality control systems in line with the school’s procedures. * To be involved in the setting of targets, the dissemination of that information within the curriculum area and to work towards their achievement. * To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all areas within the curriculum area. * To contribute to the school procedures for lesson observation and learning walks. * To seek/implement modification and improvement where required. * To ensure that the curriculum area quality procedures meet the requirements of self-evaluation and the School Development Plan.   **Management Information:**   * To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system, and to ensure that all members of staff in the curriculum area are confident in using and interpreting relevant data for their teaching groups. * To identify and take appropriate action on issues arising from data, setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the quality assurance/self-evaluation cycle for the curriculum area. * To produce reports on examination performance, including the use of value-added data. * To provide the Governing Body with relevant information relating to the curriculum area performance and development as required.   **Communication, marketing and liaison**   * To ensure that all members of the curriculum area are familiar with its Development Plan and are able to interpret the schemes of work and associated resources effectively. * To delegate tasks to other members of the curriculum area as appropriate, including the production of schemes of work and associated resources. * To ensure effective communication/consultation as appropriate with the parents of students. * To contribute to School marketing activities, e.g. the collection of material for press releases. * To lead the development of effective curriculum 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. * To actively promote the development of effective curriculum links with external agencies. * To represent the curriculum area views and interests at subject leader meetings, subject development meetings, governors’ meetings, line-management meetings and any other relevant opportunities.   **Pastoral Care and Guidance**   * To monitor and support the overall progress and development of all students within the curriculum area. * To act as a Form Tutor if so directed and to carry out the duties associated with that role as outlined in the generic job description * To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place. * To support colleagues within the curriculum area who are experiencing difficulties with Behaviour Management.   **Teaching**   * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, although extra time will be allocated for TLR responsibilities.   **Additional Duties**   * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and staff and students to follow this example. * To take responsibility for own ongoing personal development. * To engage actively in own performance review process. * To undertake any other duty as specified by the *Statutory Teachers’ Pay and Conditions* document not mentioned in the above.   **Additional guidance**   * 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. * This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |
| **Competencies** | **Challenge and Support**: Level 4 – Challenges others in the students’ best interests, persists in overcoming barriers.  **Creating Trust**: Level 3 – Lives up to what s/he professes to believe  **Drive for Improvement**: Level 4 – Sets and works relentlessly to achieve ambitious targets for all pupils.  **Holding People Accountable**: Level 4 – Confronts poor performance.  **Initiative**: Level 3 – Thinks and acts ahead  **Team Working**: Level 4 – Builds team spirit |
| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. The review will be in the context of the teacher’s position in the profession (e.g. Main Scale/UPS/AST/ETS/ Leadership) and based on evidence collected by the teacher and reviewer throughout the year including teaching observation. |
| **Knowledge and Skills** | * Is dynamic, professional, positive and resilient. * Has high expectations of both colleagues and students. * Has a capacity for sustained hard work. * Has strong organisational and interpersonal skills. * Is an excellent classroom practitioner. * Has a track record of strong examination results. * Has strong knowledge of the curriculum area, any relevant current issues/debates/initiatives and their implications. * Shows a passionate commitment to equality of opportunity for all students. * Has a clear understanding of accountability and line management. * Has a firm commitment to Continued Professional Development both for self and colleagues. * Has experience of liaising effectively with external bodies and a wide range of stakeholders. |

Implicit within this Job Description is the requirement to fulfil all aspects of the role of classroom teacher.

The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation.  This job description does not form part of the contract of employment.

Safeguarding: The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

Health and Safety: To take delegated responsibility for the implementation of the Act in the area where they work as outlined in the school’s Health and Safety Policy.

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**Name:**

**Pay Scale: TLR 1c**

**Line Manager: Deputy Headteacher, Curriculum and Standards**

**Signed:**

**Date:**