

# Maths Leader Job Description

Frizinghall Primary School

## Job description

### School vision

When pupils leave Frizinghall Primary School they will have developed self-respect which will help to keep them safe. Their confidence and resilience along with knowledge and skills learned here will help them to face life's challenges so that they experience the achievements which are waiting to happen. With a positive and healthy mind these firm foundations will form the basis of your child's future.

### Employment details

Job title:	Maths Curriculum leader
Reports to (job title):	<u>Headteacher</u>
Salary:	<u>Main scale with TLR 2b</u>

### Main duties/responsibilities

#### General duties

Take responsibility for the overall provision of mathematics at the school.

Lead and take responsibility for developing a curriculum that provides pupils with a range of opportunities and the skills they need to prepare for later life.

Be accountable for the strategic leadership and management of mathematics, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.

Manage staff within maths, providing appropriate support, challenge, advice and information, as necessary.

Implement the school's schemes of work.

Comply with school policies and procedures, in particular those relating to the wellbeing and safeguarding of children.

#### Curriculum development

Take responsibility for developing the maths curriculum at the school.

Create a clear curriculum plan that outlines the aims of the curriculum and its links to the school implementation plans and the school's overall curriculum intent.

Maintain a thorough and up-to-date knowledge of the national curriculum and ensure any developments are reflected in the school's policies.

Work with the **SLT** to embed the school's curriculum intent and implementation methods securely and consistently across the school.

Ensure work given to pupils matches the aims of the curriculum and is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.

Plan curriculum content that successfully builds on the knowledge and skills taught at each key stage.

Ensure the curriculum contains content that has been identified as the most useful and that this content is taught in a logical progression, systematically and explicitly enough for all pupils to acquire the intended knowledge and skills.

Work with staff to promote the use of a broad range of appropriate teaching and learning strategies.

Construct a curriculum that is ambitious and designed to provide all pupils with the knowledge and cultural capital they need to succeed in later life.

Ensure the curriculum offers academic/vocational/technical ambition for all pupils, and is not narrowed for disadvantaged pupils or those with SEND.

Adapt the curriculum, where necessary, to ensure it meets the needs of all pupils and develops their knowledge, skills and abilities, including pupils with SEND.

Ensure the school's local context is reflected in the curriculum.

Report to the **SLT** on the impact of the curriculum plan and identify areas for improvement.

### **Leadership and management**

Attend leadership meetings as required and report back to staff where necessary.

Lead and manage all staff members work in maths.

Act as a point of liaison between the SLT and other staff.

Take account of staff workload when planning the maths curriculum, schemes of work, marking and feedback and communication policies.

Implement assessment practices that helps pupils embed knowledge and assist staff in producing clear next steps, without creating additional workload for staff.

Ensure the collection of attainment or progress data in maths is proportionate, represents an efficient use of school resources, and is sustainable for staff.

Provide staff with the knowledge and resources they need to assess and teach maths effectively.

Effectively contribute to leadership discussions and decisions.

Adopt a positive attitude that motivates and inspires other members of staff, enabling them to carry out their duties to the highest standards.

Plan, organise and lead regular meetings with staff.

Inform teachers of any developments in the curriculum and monitor changes as they are implemented.

Lead communications with parents and the wider community in relation to maths.

Monitor the effectiveness of maths provision.

Identify staff training needs, provide support and organise training to improve the quality of teaching and learning.

Organise relevant CPD to help staff members progress.

Set targets and monitor, evaluate and review progress towards staff achievement, and report this to the **SLT**.

Contribute towards recruitment and interviewing processes, where necessary.

Undertake self-evaluation and review as appropriate.

### **Operational**

Ensure the provision of an appropriately broad, balanced, relevant maths curriculum, in accordance with the aims of the school and its policies.

Monitor and evaluate standards of attainment through collecting, analysing and reporting on performance data.

Develop aims, objectives and strategic plans for the effective delivery of the maths curriculum.

Be responsible for health and safety practices in maths.

### **Management of resources**

Work with the **SBM** to plan and allocate the curriculum budget to ensure value for money.

Monitor and review all resources used in maths in terms of quality, quantity and use, to improve the experience and outcomes of pupils, ensure efficiency and secure value for money.

Provide all staff with the equipment and resources they need to help pupils learn effectively and ensure resources are used and returned properly.

### **Teaching and learning**

Carry out class teaching duties as agreed.

Demonstrate by example and set high expectations which inspire, motivate and challenge pupils.
Implement and deliver an appropriately broad, relevant and differentiated curriculum that builds on pupils' prior knowledge.
Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring they are all able to progress to their potential.
Monitor and support the overall progress and development of the pupils within the class/classes in line with the curriculum requirements.
Provide and contribute to oral and written assessments and reports and references relating to individual or groups of pupils.
Mark and monitor pupils' class and homework regularly, providing constructive feedback.
Develop assessment practices that are effective and support the teaching of the curriculum.
Use assessment of pupils' progress to inform future teaching.
Ensure good knowledge of the subject being taught.
Create an environment that focusses on pupils.
Ensure lesson subject matter is presented clearly, encouraging appropriate discussion about what is being taught.
Ensure pupils' understanding of the curriculum is checked systematically, misconceptions are identified accurately and provide feedback is clear and direct.
Prepare informative and constructive and written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
Select resources that reflect the school's ambitious intentions, that support the intent of the planned curriculum, and provide pupils with knowledge and skills for the future.
Ensure the work given to pupils is demanding and matches the aims of the curriculum.
Prioritise reading to allow pupils to access the full curriculum offer and assess reading attainment at all stages to address gaps as soon as they emerge.
Ensure your own speaking, listening, writing and reading of English supports pupils in developing their own language and vocabulary well.
Through effective teaching, ensure pupils are challenged and that the best use is made of teaching time to promote good levels of behaviour.
Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.
Share and support the school's duty to provide and monitor opportunities for personal and academic growth.

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<b>Additional duties</b>
Promote the work of the curriculum area, e.g. through parents' evenings and assemblies.
Follow the school's behaviour policy and pupil supervision procedures.
Attend all scheduled meetings.
Maintain high expectations of pupil behaviour, demonstrating positive and productive relationships and well-focused teaching.
Undertake additional duties as expected by the headteacher.

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have QTS.</li> <li>• Have <u>a</u> degree in the subject area or other relevant subject.</li> <li>• Have undertaken training relevant to the post.</li> </ul>	<p>In addition, the successful candidate may:</p> <ul style="list-style-type: none"> <li>• Be willing to undertake further training relevant to the post.</li> </ul>
<b>Experience</b>	<p>The successful candidate will have experience:</p> <ul style="list-style-type: none"> <li>• Teaching Mathematics in a school environment, demonstrating exemplary practice.</li> <li>• Assisting with the development of the curriculum in Mathematics.</li> <li>• Managing, monitoring and evaluating the quality of teaching and learning.</li> <li>• Contributing to whole-school self-evaluation.</li> <li>• Assisting in developing school policies.</li> <li>• Effectively supporting pupil wellbeing and managing behaviour.</li> <li>• Working with and supporting pupils of all abilities, including those who are more able and those with SEND.</li> </ul>	<p>In addition, the successful candidate may also have experience of:</p> <ul style="list-style-type: none"> <li>• Successfully planning and allocating a budget.</li> <li>• Organising or delivering staff training.</li> <li>• Assisting with performance management reviews.</li> <li>• Using data analysis of assessment data to raise standards of achievement.</li> <li>• Leading or managing other staff members in a school environment.</li> <li>• Contributing to whole-school self-evaluation.</li> <li>• Assisting in developing school policies.</li> </ul>
<b>Knowledge and skills</b>	<p>The successful candidate will have the ability to:</p> <ul style="list-style-type: none"> <li>• Demonstrate leadership qualities by leading, motivating and working effectively with other members of staff.</li> <li>• Contribute towards strategies that aim to support the development of the school.</li> </ul>	<p>The school would also like the successful candidate to:</p> <ul style="list-style-type: none"> <li>• Have some understanding of Maths Mastery and White Rose Maths</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate effectively using a range of methods.</li> <li>• Identify where working practices can be improved and develop action plans based on this.</li> <li>• Teach using a wide range of strategies</li> <li>• Effectively respond to challenges.</li> <li>• Effectively manage staff performance.</li> <li>• Effectively deploy and utilise resources.</li> <li>• Raise standards of achievement.</li> <li>• Uphold high standards of themselves, other staff and pupils.</li> </ul> <p>The successful candidate will have up-to-date knowledge, or an understanding, of:</p> <ul style="list-style-type: none"> <li>• Current developments in the mathematics curriculum</li> <li>• Current developments in the national curriculum.</li> <li>• School policies and procedures in general.</li> <li>• Managing, planning, assessment and record keeping, and how these can affect pupil outcomes.</li> <li>• A range of effective teaching and learning strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Have the ability to analyse and interpret assessment data, form reports and suggest and implement changes based on these.</li> <li>• Display strategic management skills.</li> <li>• Be able to maximise the potential of all staff.</li> <li>•</li> </ul>
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<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• An enhanced DBS and barred list check.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• A flexible approach towards working practices.</li> <li>• High expectations of self and a desire to maintain professional standards.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with colleagues.</li> <li>• A commitment to empowering and supporting others.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Committed to promoting high quality and consistent practices.</li> <li>• Dedicated to their professional development and that of others.</li> <li>• Committed to the value and promotion of mathematics.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Professionally assertive and clear thinking.</li> <li>• Able to quickly adapt to changes.</li> </ul>	
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