

## JOB DESCRIPTION

<b>Job title:</b>	<b>LEAD TEACHER MATHEMATICS (All Key Stages)</b>
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Overseeing all aspects of teaching and learning across all key stages for mathematics.
<b>Salary scale:</b>	<b>MPS/UPS + TLR2b</b>
<b>Main Purpose:</b>	

The post-holder will be expected to oversee all aspects of teaching and learning across all key stages for mathematics. There is an expectation that the postholder will liaise with staff across this school and provide support to develop teaching mathematics. The role will also involve analysing maths data and carrying out work scrutinies. You will work in conjunction with the School Improvement Lead and Headteacher to ensure high quality teaching and learning of mathematics is embedded across the school.

The postholder will be required to exercise their professional skills and judgement to carry out the professional duties set out below in a collaborative manner.

- To model good practise in teaching and learning at all times.
- To support staff with any mathematical developments or new initiatives relevant to the school.
- To liaise with other team leaders to organise any specific maths events that the school may host.
- To keep up to date with curriculum changes.
- To liaise with other leaders and share good practice
- Lead staff meetings with a maths focus.
- To be responsible for ordering and monitoring of stock, its storage and distribution and to monitor expenditure.
- To work with subject leaders and SLT to ensure there is progression, continuity and improvement in teaching and learning within all key stages
- To chair and keep minutes of team meetings, reporting to the senior management team any items which need consideration.
- To monitor planning within all key stages and support staff with planning for a creative curriculum where necessary.
- To attend SLT meetings when required.
- To prepare information regarding any aspect of mathematics that can be shared with governors.

### **General Teaching Responsibilities:**

The postholder will be required to exercise their professional skills and judgement to carry out the professional duties set out below in a collaborative manner.

- Encourage pupils' motivation and enthusiasm, securing positive attitudes to learning and high standards of behaviour and discipline across the school.

- Monitor, evaluate, review pupils' progress, achievement and attainment regularly and to ensure appropriate action plans are in place where issues are identified.
- Monitor, evaluate and review the quality of learning and teaching in accordance with school policy.
- Prepare displays, assemblies, organise and lead parents' meetings as appropriate.
- Support curriculum leaders in the development and implementation of curricular and cross curricular initiatives.
- Support the pastoral care of pupils across the school.
- In conjunction with the educational visits curriculum leader, oversee the organisation of educational visits and curriculum enrichment activities.
- Work collaboratively with all members of staff, including staff from the ASD unit.
- Ensure all teaching is inclusive of all learners.
- Ensure the promotion of methods that enable all pupils to learn effectively, including Home Learning.
- Identify own professional development needs and ensure that these needs are addressed through appropriate training.
- Disseminate examples of 'good practice' in learning and teaching, effective planning and provision across the school.
- Provide professional leadership and direction across the school within own curriculum area, including Early Career Teachers this to include:
  - monitoring quality and standards
  - contributing to school planning and self-evaluation
  - providing professional support to other teachers and support staff
  - advising the head teacher on appropriate resources and materials
  - leading appropriate professional development.
- Manage own budget effectively and efficiently ensuring that the Trust financial regulations are adhered to.
- Ensure that own practice and that of other staff in own area of responsibility improves the quality of education and raises standards through monitoring of teaching and learning.
- Prepare for and lead staff meetings where appropriate.
- Actively support the aims and ethos of the school.
- Establish good relationships, encourage good working practices and support.
- Develop links and liaise with governors, the Graveney Trust, the local authority and the wider school community.
- Co-ordinate strategies to achieve identified School Development Plan priorities, evaluate and report on the effectiveness and make suggestions for further improvement.
- Take part in and respond to issues regarding self-evaluation including making contributions to the development of the SEF.
- Be accountable for a curriculum budget directly linked to teaching and learning.
- To carry out any other duties reasonably requested by the Headteacher, and/or Deputy Headteachers.
- The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This includes working in other phase settings within Trust schools as required.

### **Upper Pay Scale Teachers:**

Teachers on the upper pay scale will:

- Be highly competent in all elements of the relevant standards;  
Contribute substantial and sustained improvements to the school.

### **CHILD PROTECTION:**

To be fully aware of and understand the duties and responsibilities arising from the DFE statutory guidance, Keeping Children Safe in Education [KCSIE] and school policies relating to safeguarding and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

## TOOTING PRIMARY SCHOOL

### Lead Teacher Mathematics PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• A sound understanding of the National Curriculum.</li> <li>• A passion for maths</li> <li>• Excellent interpersonal skills and the ability to work effectively with others</li> <li>• Solid AFL techniques</li> <li>• Up to date knowledge of recent curriculum and assessment changes</li> <li>• A confident communicator with good listening skills</li> <li>• Able to create a stimulating learning environment</li> <li>• Creative ideas to inspire learning</li> <li>• A strong team player who values the opportunity to work with others and work collaboratively</li> <li>• A commitment to contribute to the community ethos within the school</li> <li>• Understands developmental stages of learning in maths</li> <li>• Open to new ideas and fresh challenges</li> <li>• Understands the nature of inclusivity</li> <li>• Able to deliver at least consistent 'good' teaching</li> <li>• Able to plan to meet the need of a range of abilities</li> <li>• Professional and committed to school improvement</li> <li>• A sound understanding of EYFS and NC data</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible manner</li> <li>• Proactive learning style</li> <li>• May have taught in other year groups</li> <li>• Can work independently as well as part of a team</li> <li>• Excellent organisational skills</li> <li>• Able to reflect and learn</li> <li>• Experience of leading a curriculum subject</li> <li>• Experienced in developing community links</li> <li>• Accomplished IT skills</li> </ul>