

Teaching Staff Job Description

1 Personal Details

JOB TITLE:	Director of Mathematics and ICT
LINE MANAGED BY:	Principal
PERFORMANCE MANAGEMENT REVIEWER:	Principal
DISCLOSURE LEVEL:	Enhanced
DATE:	March 2017

2 JOB PURPOSE: (The job's overall objectives)

- to lead the Mathematics and ICT Department
- to develop a distinctive and coherent vision, and to set a strategic direction for your curriculum area and its contribution to the overall learning experience of all pupils
- to build a curriculum team that delivers high quality teaching and learning and that collectively sets high standards and raises levels of engagement and attainment
- to involve the wider community in the activities of your curriculum area
- to promote the work and achievements of your curriculum area within and beyond the Academy

3 PRINCIPLE ACCOUNTABILITIES (The end results you are expected to achieve)

- to ensure the faculty sets and maintains the highest standards possible.
- to have whole school responsibility for the development of numeracy across the curriculum including high quality in depth well-resourced schemes of work.
- to set high expectations for standards of teaching and learning and model good practice
- to promote the building and sharing of good practice and successful innovation across your team
- to ensure the consistent application of teaching and learning strategies that meet the needs of all learners across all subjects in your curriculum area
- to ensure the coherent development of schemes of work across subjects in your area
- to monitor and evaluate standards of teaching and learning through classroom observation and sampling pupils' work

- to oversee and coordinate effective assessment, recording and reporting of pupil progress
- to monitor and evaluate standards of attainment through analysis of performance data
- to contribute to regular school self-evaluation and strategic policy development
- to coordinate the creation of a stimulating learning environment across your curriculum area that promotes its identity and its contribution to the whole Academy curriculum
- to ensure that your area makes high quality contributions to the Academy's range of extra-curricular and enrichment activities
- to ensure that your curriculum area makes a positive and distinctive contribution to the marketing of the Academy and its image across the wider community
- to coordinate planning across your curriculum area to ensure efficient and effective budgeting and use of resources
- to create, implement and regularly update your curriculum area development plan
- to develop, coordinate, monitor and evaluate across the whole School the key cross-curricular strand *numeracy* to ensure its consistent and effective delivery
- to carry out any other relevant tasks and duties as may be occasionally be required

Links

- to report to your SLT line manager and to contribute actively to a relevant and coherent learning experience for pupils across the whole Academy
- to build and maintain an effective team of subject leaders, teachers and support staff
- to provide an additional link with parents in relation to work in your area
- to line manage, coach and supervise the Leader Mathematics and Subject Leader for Science and staff in your area, taking responsibility for their induction, performance management and on-going professional development
- to ensure that clear expectations are established for the ways in which teachers work with Learning Support Assistants attached to the curriculum area. These expectations should include details of how the TA's and classroom teachers plan, monitor and evaluate the effectiveness of support for students with Special Educational Needs.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

4 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. UQT/Main Scale/UPS/AST/ETS/Leadership) and based on evidence collected by the teacher and reviewer throughout the year including teaching observations and assessments of student progress.

4 POLICIES & PROCEDURES

Classroom teachers should demonstrate knowledge and understanding of the schools policies/procedures, e.g. taking delegated responsibility for the implementation of the Health and Safety Act in the area where you work.

5 SIGNATURES

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements that are commensurate with the job title and grade.

Signed: _____

Date:

Director Of Learning – Mathematics

Signed: _____

Date:

Principal