

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### Head of Maths MPS/UPS + TLR2C + SEN point

<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>• As a core subject leader, you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery and is fully committed to raising attainment across all key stages</li><li>• Implement a school strategy for Maths and develop numeracy and Maths across the school curriculum</li><li>• Lead on developing an innovative Maths curriculum</li><li>• Develop schemes of work appropriate to the needs of students to maximize achievement</li><li>• Identify and adopt the most effective approaches for students with a wide variety of different needs</li><li>• Set targets for raising achievement in numeracy and Maths</li><li>• To be accountable for pupil progress and development within teaching groups against targets set by the school using prior attainment data</li><li>• Accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations</li><li>• Present the SLT and Trustees with an annual evaluation of Maths across the school</li><li>• Lead INSET on the delivery of numeracy and Maths</li><li>• To be a tutor for a group of students in the school</li><li>• Participate in professional development and keep abreast of developments and future initiatives in the field of Maths teaching</li><li>• To act as a role model to others; demonstrating high standards of professionalism in all aspects of leadership</li></ul>
<b>Leadership responsibilities</b>	<ul style="list-style-type: none"><li>• Develop and support the implementation of a Maths policy</li><li>• Devise and deliver a departmental development plan</li><li>• Disseminate good practice in Maths across the whole school</li><li>• Review and update effective accredited courses appropriate the students' needs</li><li>• Work with the SLT and teaching team to implement appropriate interventions for Maths</li><li>• Oversee Maths resources to ensure the school has the required equipment/resources to support the curriculum</li><li>• To co-ordinate trips, visits and other activities to support the Maths curriculum.</li><li>• Lead the team of staff who teach Maths in the school</li><li>• Monitor, assess and develop these staff, including undertaking observations and providing effective feedback</li><li>• Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills and experience within the Maths department</li><li>• Working with the SLT and other Subject Leads to quality assure work across the school</li><li>• Leading school accreditations for Maths</li></ul>

	<ul style="list-style-type: none"> <li>• Participate in whole school planning and policy making</li> <li>• Implementation of whole school policy and practice</li> <li>• Contributing to whole school and wider community development</li> <li>• Attending senior staff and other school committees and meetings</li> <li>• Liaison with appropriate agencies outside of school, e.g. LA advisors and inspectors, industry, business and the wider community</li> <li>• To lead on responsibilities as directed by the Headteacher</li> </ul>
<b>General duties &amp; teaching responsibilities</b>	<ul style="list-style-type: none"> <li>• You will demonstrate good or outstanding performance against the national teaching standards</li> <li>• Responsible for attainment and progress in curriculum subjects taught at Glebe, in line with agreed targets</li> <li>• Ensuring teaching and learning meets all statutory requirements as defined by Ofsted/ DFE, and other external bodies</li> <li>• Helping to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children’s learning</li> <li>• Planning and preparing lessons in order to deliver the curriculum ensuring effective breadth and balance</li> <li>• Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations</li> <li>• Teaching lessons that are creative, engaging and inspiring for the pupils</li> <li>• Helping to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety</li> <li>• Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities</li> <li>• Planning opportunities to develop the social, moral, emotional and cultural aspects of students’ learning</li> <li>• Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student’s progress</li> <li>• Ensuring lessons are catered to the needs of the pupils including personalised educational health care targets of the pupils</li> <li>• Ensure the classroom is well organised, tidy and that classroom display is educational and celebratory of pupils’ achievements</li> <li>• Ensuring effective use of support staff within the classroom</li> <li>• To participate in staff meetings and deliver presentations and training as required</li> <li>• To communicate and consult with parents over all aspects of their child’s education – academic, social and emotional. Attend parent/carer meetings</li> <li>• To do a break and lunch duty in the school week</li> <li>• To work as a team player reporting directly to the Deputy Headteacher</li> <li>• To maintain an up to date knowledge of key curriculum areas linked to role</li> </ul>
<b>Other specific duties/ requirements</b>	<ul style="list-style-type: none"> <li>• To promote actively the school’s Vision, Values and policies to students, staff and other members of the school community</li> <li>• To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> <li>• To continue personal development and to engage actively in the performance review process</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• To comply with and enforce all policies and regulations relating to Child Protection and Safeguarding</li><li>• To comply with the School's Health and Safety policy and undertake risk assessments where required</li><li>• To understand and comply with data protection regulations</li><li>• To show a record of excellent attendance and punctuality</li><li>• To adhere to the school's Staff Code of Conduct and dress code</li><li>• To undertake any other duties as reasonably requested by the Headteacher</li><li>• Satisfactory references and an enhanced DBS are required</li></ul> |
|--|--|