**Job Description: Subject Leader: Maths (KS5)**

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| **Post Details** |  |
| **School/setting:** | Twynham School  |
|  **Post type:** | Teaching Staff |
| **Grade/Pay Level:**  | Teachers Main/Upper Pay Scale plus TLR 2.1 |
| **Responsible to:** | Curriculum Team Leader or Assistant Team Leader |

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| **Main Purpose** |
| * To lead and inspire excellence in Maths throughout the school.
* Responsible for leading, managing and developing Maths across Key Stage(s) determined with support from the Curriculum Team Leader (CTL) and Assistant Team Leader (ATL).
* To assist the CTL and ATL in providing professional leadership and management to secure high-quality teaching; high levels of student engagement and enjoyment; effective use of resources and improved standards of learning and achievement for all students.
* Working with the CTL and ATL to develop and maintain excellence in teaching and learning across the school.
* To be responsible for the successful implementation of effective intervention strategies across Maths, in all year groups to ensure that all students make excellent progress.
* To be responsible for the highly effective implementation of the TL Secondary curriculum for the subject or area for which you are responsible at Twynham School.
* Teach students within the school and carrying out such duties as are reasonably assigned by the Head of School to ensure the effective operation of the school.
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| **Duties and Responsibilities** |
| Strategic Direction and Development* Coordinate, with the support of the CTL and ATL, the development and implementation of an area of the curriculum to raise achievement and improve the quality of the education provided.
* Raise standards of student attainment and achievement in curriculum area.
* Be responsible for developing and reviewing the curriculum and overseeing the use of resources and assessments. Keeping up to date with the national developments within the subject.
* Ensure schemes of learning secure high levels of student engagement and enjoyment.
* Assist the CTL and ATL in formulating the aims, objectives and the strategic development plan for the area.
* Assist the CTL and ATL in developing and implementing policies and practices within the team.
* Ensure that strategic plans are underpinned by sound financial planning.
* Contribute to Performance Management and to act as appraiser for a group of staff.
* Actively engage in the performance review process.

Operational Management* Use data effectively to actively monitor student progress and raise regularly at curriculum team meetings.
* To contribute to, and develop, extra-curricular activities to promote the subject.
* Analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform, policies, practices, expectations, targets and teaching methods.
* Work with the CTL and ATL to build an effective team with clear expectations.
* Establish a fair, transparent and working ethos in which creativity and innovation are valued and encouraged.
* Assist with making appropriate arrangements for classes when staff are absent, ensuring cover within the curriculum team by liaising with the Cover Supervisor/relevant staff.
* Assist the CTL and ATL to monitor, evaluate and review the quality of teaching and learning across the team and use this process to negotiate targets and discuss necessary support requirements to develop their personal and professional effectiveness.
* Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school/trust procedures.
* To assist with the day-to-day management of staff within the subject and act as a positive role model.
* To undertake appraisal meetings with staff within the department.
* To implement policies and practices for the area which reflect the schools’ commitment to high achievement, effective teaching and learning.
* To help identify and applaud areas of success for teachers and students.
* Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards the school and colleagues.
* Manage and support adherence to the trust and school’s policies and procedures.

Standards of Teaching & Learning* Ensure high standards of pedagogy in own teaching, demonstrating consistent post-threshold performance in relation to Teacher Standards.
* Develop and enhance the teaching and learning in the curriculum area and within the curriculum team.
* Ensure curriculum coverage continuity, progression and challenge for students of all abilities and needs.
* Ensure that teaching and learning for all groups of students is of high quality within curriculum area and this meets the school’s inclusion agenda.
* Provide guidance and appropriate teaching and learning methods and materials.
* Establish, implement and monitor effective policies and practice for assessing, recording and reporting student achievement.
* Set, monitor and evaluate expectations and targets for the quality of the teaching and learning and student achievement through the curriculum area.

Staff & Team Development* Ensure that there are robust monitoring and support systems within curriculum area to enable rapid and sustained student progress.
* Monitor and intervene appropriately to ensure the provision of a world class curriculum for all students and to challenge weakness and low standards in meeting the needs of students.
* Ensure that constructive working relationships are formed between staff, students and parents.
* Disseminate best practice across the curriculum team and Twynham Learning.
* Ensure the development and maintenance of a team culture that enables all members of the School Leadership Team to be effective in their respective roles.
* Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards the school, trust and colleagues.
* Assist with making appropriate arrangements for classes when staff are absent, ensuring that teaching staff absence is covered in consultation with the cover manager and that appropriate work is provided.
* Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school/trust procedures.
* Participate in school’s ITT and ECT programme including the mentoring of ECTs and PGCE students as appropriate.
* Always be approachable and professional.
* Support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed with the postholder.

Quality Assurance* Ensure a robust process of setting targets exists within the curriculum area and to work towards their achievement.
* Establish common standards of practice within the curriculum area and develop consistency across the curriculum team.
* Contribute to the school’s procedures for staff review as part of the on-going evaluation of learning and teaching.
* Ensure that quality assurance procedures within the curriculum area are robust and understood by all.
* Respond to issues raised by the school’s self-evaluation processes.
* To support in any inspection, review or visit to Twynham School or TGS related to the curriculum area.

Management of Resources* To be responsible for ensuring the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning.
* Create a positive, stimulating and changing learning environment for students.
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| **Safeguarding Duties and Responsibilities** |
| * Be committed to promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
* Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
* Remain vigilant to ensure all students are protected from potential harm.
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| **Other Duties** |
| * Play a full part in the life of the trust community, to support its vision, mission and ethos and to encourage and ensure staff and students to follow this example.
* Undertake any appropriate training provided by the trust to assist with carrying out any of the above duties.
* Be aware of and support difference to help ensure that everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Attend and participate in meetings as required.
* To support the work of Two Rivers Institute (TRI) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.
* Undertake any other duty as specified by STPCD not mentioned in the above.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** A good Honours degree (in a subject relevant to the position)
* Qualified Teacher Status and evidence of completion of statutory induction
* Evidence of continuing professional development relevant to the post
* Proven track record of raising achievement and securing high achievement of students
* Successful experience of teaching the subject across Key Stage 3-4 in a state 11-16 or 11-18 school
* Experience of leading staff and responsibility for outcomes of a cohort of students beyond own classroom
* A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students
* Demonstrable experience of curriculum development and curriculum design improving outcomes
* A record of sharing good practice with other curriculum teams or schools
* Experience of undertaking performance appraisal reviews with colleagues and supporting their professional development
* High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.
* An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
* A team player who is comfortable in both providing and responding to professional challenge.
* An ability to inspire and relate well to the whole community.
* Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.
* A sense of humour

**Desirable:*** A higher degree or management qualification
* A record of excellence in leadership of large teams, including staff development which builds and sustains teachers’ practice
* Experience of dealing effectively with the under-performance of teachers
* Successful teaching experience at A-level
* Evidence of further leadership development
* Experience of working across a range of school environments
* Experience of involvement in successful Ofsted inspections
* Experience of leading school trips and a commitment to the encouraging extra-curricular activities
* Ability to travel independently between locations during the working day, as required
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary).
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