 **Job Description**

**POST TITLE:** Maths Leader for Maths

**GRADE:**  TLR 1 Max

**ACCOUNTABLE TO:** The postholder is immediately accountable to the Assistant Headteacher who will undertake the postholder’s Professional Development Review.

**AIM:** In addition to the responsibilities set out in the standard job description for teachers, to lead colleagues in the Maths department with overall responsibility for monitoring the quality of curriculum intent, implementation and to understand their impact.

1. To undertake review and monitoring activities as part of the Curriculum & literacy review such as: book looks, lesson drop-ins and lesson observations in line with the school’s approach to monitoring.
2. Monitor student attainment and progress through the intended curriculum, ensure standardisation and moderation of assessment data and oversee collection of this data to identify students who are underperforming, overseeing the implementation of strategies to support these students.
3. Lead the Maths(s) in conducting accurate assessment so that assessment acts as a measure for what has been taught, what has been learned and what must be done next.
4. Interact with the exams team to lead on and have overall accountability for exam entries in the Maths(s).
5. To lead the Maths team on the ongoing review, monitoring for impact and development of schemes of learning in key stages 3, 4 & 5 as well as the co-ordination of assessments for Years 7- 13
6. Lead the Maths team in the ongoing review, monitoring of impact and development of the curriculum, specifically schemes of learning, in key stages 3, 4 and 5 as applicable as well as the co-ordination and validity/robustness of assessments for these key stages.
7. Engage with the latest developments with regards to the Maths, the curriculum and pedagogy through participation in CPD as well as delivery of CPD.
8. Oversee PDR in the department and ensure that staff development is ongoing and targeted to need.
9. Lead on the Maths department budget, monitoring spending and allocating funds for ordering to ensure at least adequate resourcing, where necessary.
10. Co-ordinate the work of teachers and staff undertaking intervention (academic and behaviour, attitudes and attendance) and lead with a particular focus on educationally disadvantaged learners and learners with identified gaps in their knowledge.
11. Lead and co-ordinate the strategy and implementation of the work of the Maths team during devolved directed time for curriculum and Maths development (specifically Monday afternoon department time and Thursday morning meetings).
12. Represent Coombe Dean at Trust Maths network meetings and to oversee the implementation of Trust-level curriculum decisions.
13. Engage with and contribute to the Middle Leader Group to develop middle leadership across the school.
14. Quality-assure, through standardisation and moderation activities, the data submitted for Learning Overviews.
15. Through liaison with the writer of the timetable, lead on timetable and staffing allocations in the department.

*This job description will be reviewed annually and may be Maths to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.*