

## Job Description

### Director of Learning for Maths

*This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations, as well as the needs of the school*

*The responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Documents*

<b>Post Title:</b>	Director of Learning for Maths
<b>Grade:</b>	MPS/UPS – TLR1a
<b>Directly Responsible to:</b>	Headteacher and specified member of the Senior Leadership Team Ref: Teachers' Pay & Conditions
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>● To raise standards of student attainment and progress achievement within the whole curriculum area in line with national standards or better and to monitor and support student progress and develop effective intervention strategies.</li> <li>● To be accountable for student progress, achievement across the Faculty.</li> <li>● Contribute to operational school leadership team</li> </ul>
<b>Teaching/Learning /Assessment</b>	<ul style="list-style-type: none"> <li>● To develop and enhance the teaching practice of others.</li> <li>● To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> </ul>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>● To be accountable for leading, managing and developing the subject/curriculum areas within the Faculty.</li> <li>● To effectively manage and deploy teaching, support staff, financial and physical resources within the Faculty to support the School/Faculty Improvement Plan.</li> </ul>
<b>Personal Development, Behaviour &amp; Welfare</b>	<ul style="list-style-type: none"> <li>● To be accountable for the personal development, behaviour and welfare of students within the Faculty</li> <li>● To ensure Safeguarding of staff and students.</li> </ul>
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the Faculty. To develop links at all levels across the Faculty and whole school.
<b>Liaising with:</b>	Senior Leadership Team, other Directors of Learning and relevant staff with cross school responsibilities, relevant non-teaching support staff, LA staff, parents and students, external agencies partners, and other schools

<p><b>Operational/Strategic Planning</b></p>	<ul style="list-style-type: none"> <li>● To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Faculty.</li> <li>● The day-to-day management, control and operation of course provision with the Faculty, including effective deployment of staff and physical resources.</li> <li>● To actively monitor, follow up and maximise student progress.</li> <li>● To implement school policies and procedures, e.g. Teaching and Learning, Health and Safety, Behaviour for Learning etc.</li> <li>● To be a member of the Operational Leadership Team (OLT).</li> <li>● To work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.</li> <li>● To ensure that Health and Safety Policies and practices, including Risk Assessments, throughout the Faculty are in line with national requirements and are updated where necessary, therefore liaising with the school's Business Manager.</li> <li>● To delegate tasks appropriately to other members within the Faculty e.g. Teachers in Charge of a Subject.</li> </ul>
<p><b>Curriculum Provision</b></p>	<ul style="list-style-type: none"> <li>● To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which supports the School Improvement Plan/Self Evaluation.</li> <li>● To be accountable for the development and delivery of Faculty subjects at Key Stage 3 and 4.</li> </ul>
<p><b>Curriculum Development</b></p>	<ul style="list-style-type: none"> <li>● To lead curriculum development and innovation for the whole Faculty combining all elements of the Faculty.</li> <li>● To keep up to date with national and local developments in the subject area, teaching practice and methodology.</li> <li>● To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies.</li> <li>● To ensure that the development of subjects in the Faculty is in line with national developments.</li> </ul>
<p><b>STAFFING</b></p> <p><b>Staff Development:</b></p> <p><b>Recruitment / Deployment of Staff</b></p>	<ul style="list-style-type: none"> <li>● To work with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>● To be responsible for the efficient and effective deployment of the Faculty's technicians/support staff.</li> <li>● To undertake Appraisal Review(s) and to act as reviewer within the designated Faculty.</li> <li>● To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Faculty.</li> <li>● To participate in the interview process for teaching and non-teaching posts where appropriate and when required and to ensure effective induction of new staff in line with school procedures.</li> <li>● To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>● To participate in the school's ITT and CPD programme.</li> <li>● To be responsible for the day to day management and leadership of staff within the designated Faculty and act as a positive role model.</li> </ul>

<p><b>Quality Assurance</b></p>	<ul style="list-style-type: none"> <li>● To ensure the effective operation of quality control systems.</li> <li>● To establish the process of the monitoring of school targets within the Faculty and to work towards their achievement.</li> <li>● To establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all subject areas within the Faculty.</li> <li>● To contribute to the school procedures for lesson observation and work scrutiny.</li> <li>● To implement school quality procedures and to ensure adherence to those within the Faculty.</li> <li>● To monitor and evaluate the Faculty in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>● To seek/implement modification and improvement where required.</li> </ul>
<p><b>Management of Data</b></p>	<ul style="list-style-type: none"> <li>● To analyse and evaluate performance data provided.</li> <li>● To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>● To produce reports within the quality assurance cycle for the Faculty as and when requested.</li> <li>● To produce reports on examination performance, including the use of value - added data/ progress data / contextual groups / benchmarking</li> <li>● To manage the Faculty's collection of data.</li> <li>● To provide the Governing Body and SIP with relevant information relating to the Faculty performance and development.</li> </ul>
<p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>● To ensure that all members of the Faculty are familiar with its aims and objectives.</li> <li>● To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>● To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> <li>● To represent the Faculty's views and interests.</li> </ul>
<p><b>Marketing, Liaison and Transition</b></p>	<ul style="list-style-type: none"> <li>● To contribute to the school transition and marketing activities. To lead the development of effective subject links with partner schools and the community, attendance where necessary at transition events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>● To actively promote the development of effective subject links with external agencies including other local/similar schools</li> </ul>
<p><b>Management of Resources</b></p>	<ul style="list-style-type: none"> <li>● To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>● To work with the Senior Leadership Team group in order to ensure that the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.</li> </ul>

<p><b>Pastoral System/Inclusion</b></p>	<ul style="list-style-type: none"> <li>● To monitor and support the overall progress and development of students within the Faculty.</li> <li>● To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring the follow-up procedures are adhered to and that appropriate intervention is in place.</li> <li>● To contribute to PSHCE, RSE, Citizenship and Enterprise according to school policy.</li> <li>● To ensure the Behaviour for Learning Policy is implemented in the Faculty so that effective learning can take place.</li> <li>● To promote and monitor the Rewards Systems.</li> </ul>
<p><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>● To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<p><b>Community</b></p>	<ul style="list-style-type: none"> <li>● To play a full part in the life of the school community.</li> </ul>

**EQUAL OPPORTUNITIES:** The School is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

**HEALTH AND SAFETY:** All employees have a responsibility for their own Health and Safety and that of others while undertaking their duties. Employees have a general duty to assist the School in implementing its general statement on the Health and Safety policy.

**Agreed By:**

**Employee**.....**Date**.....

**Headteacher**.....**Date**.....