

## Curriculum Leader of Mathematics

Job Description	
<b>POST TITLE:</b>	Curriculum Leader of Mathematics.
<b>GRADE:</b>	Main Pay scale – Upper Pay Scale plus TLR 2.2.
<b>CAR USER:</b>	NA.
<b>LOCATION:</b>	All Saints’ RC High School.
<b>RESPONSIBLE TO:</b>	Senior Leadership Team.
<b>STAFF RESPONSIBLE FOR:</b>	All staff within the Maths Department
<b>JOB PURPOSE:</b>	<b>Curriculum Leader Mathematics</b>
You will be required to teach pupils aged between 11 and 16. To develop strategies to secure strong pupil progress of all pupils. To ensure strong leadership and management of the subject areas.	
<b>MAIN ACTIVITIES</b>	<b>What the Postholder will actually do What prescribed responsibilities the postholder will have)</b>
<p><b>Curriculum Leader</b></p> <ul style="list-style-type: none"> <li>• Create an ethos of high aspirations within the department linked to the college values</li> <li>• Develop, motivate and inspire colleagues within the curriculum area to secure outstanding Teaching and Learning and pupil outcomes</li> <li>• Lead and enhance Teaching and Learning by demonstrating an understanding of the most effective strategies that will allow opportunities for all learners to achieve and exceed their potential</li> <li>• Work with colleagues to help develop an excellent curriculum through planning and pedagogical innovation</li> <li>• Work in accordance with the school’s curriculum model and policies, developing subject specific policies and contributing to whole school policies as appropriate</li> <li>• Being actively involved in the subject area’s curriculum review and development</li> <li>• To monitor, track, evidence and evaluate the work of yourself and your team to ensure the departmental and whole school objectives are delivered</li> <li>• Lead on the Teacher Appraisal process for the Curriculum Area ensuring targets support the development needs of individual teachers yet are challenging</li> <li>• Ensure appropriate risk assessments are carried out for Curriculum Area activity in line with College Health and Safety policy</li> <li>• To ensure the safe working practices across the department</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Act as a role model to other members of the Curriculum Area</li> </ul>	

- To maintain and build upon the standards and professional duties as outlined in Teachers' Pay and Conditions
- To manage pupil learning through effective teaching in accordance with subject schemes of work and policies, ensuring continuity and progression
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate
- Develop the appropriate climate for learning through the setting of high expectations
- Develop appropriate frameworks for marking and assessment
- Ensure appropriate curriculum and extra-curricular provision
- To monitor and support the overall progress and development of pupils as a class teacher/Form Tutor
- Evaluate the Curriculum Area Improvement Plan termly
- Ensure that Schemes of Work are properly planned and delivered
- Attend and organise appropriate meetings
- To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth

#### **Performance Management and Personnel**

- Support, challenge and motivate members of the Curriculum Area, including support staff
- Facilitate team working
- Carry out lesson observations and provide appropriate, developmental feedback holding difficult conversations where necessary
- Establish appropriate systems of management and delegation within the subject area
- Participate in the College's ITT programme

#### **Monitoring and Evaluation**

- Use attainment data to set challenging targets for the outcomes of pupils across Key Stage 3 and 4.
- Monitor pupil outcomes and ensure the Curriculum Area produce appropriate data at key points in the year for Key Stage 3 and 4.
- Ensure there is regular discussion on progress, issues and challenges to support those not on track.
- Use data to compare the performance of different teaching groups within the Curriculum Area.
- Provide appropriate analysis of pupil outcomes for the Leadership Team and Governors in line with the requirements of Self Evaluation within the School SEF Programme.
- Ensure that appropriate pupil progress information is provided to Tutors, Year Leaders and Co-ordinators to support the tracking/mentoring process.
- Undertake work sampling within the subject area.
- Set targets for key pupil groups relative to college, ie gender; Pupil Premium; LAC; Gifted and Talented; SEN cohorts.

- Improve the effectiveness of assessment practices in the classroom including the use of statistical information and data to monitor, evaluate and improve the effectiveness of teaching and learning across the department.

**Resources**

- Manage the departmental resources effectively and ensure appropriate value for money
- Ensure effective deployment of staff within the Curriculum Area
- Ensure safe working practices are developed and adhered to at all times
- Ensure as far as possible that the fabric of the Curriculum Area, its surrounds and equipment is maintained in good condition and is respected by staff and pupils alike

**General Duties**

- Being a Form Tutor
- Being responsible to the Leadership Team
- Liaising with Year Leaders and SENDCO
- Participating in appropriate meetings with parents
- Carrying out a share of supervisory duties
- Being an active supporter of the College Faith life
- Seeking out best practice through research and networks
- Evaluating and contributing to school policies
- Building on existing partnerships with local industries, commerce and technology organisations

**Additional supporting information – specific to this post.**

The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers’ Pay and Conditions document.

To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

<b>Note:</b>	<b>In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.</b>
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<b>Prepared by:</b>	<b>RCAT</b>	<b>Date: Sept 2023</b>
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**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.