

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



HEAD OF MATHS

Job Description & Person Specification

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Job Description

Reporting to: Leadership Team

Key Contacts: Leadership Team, Teachers, Support Staff, Students, Parents

Location: Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust

Salary Grade: Teachers' Main / Upper Pay Scale plus TLR 1a

Core Purpose:

- ❖ To ensure that teaching and learning is consistently good or better across the Department.
- ❖ To initiate solutions, fully participate in and contribute to the improvement of teaching and learning throughout the school.
- ❖ To ensure that departmental and whole school Key Principles are embedded in teaching and learning and used consistently by all teachers within the Department.
- ❖ To implement and monitor tracking systems for student progress, analyse data and instigate interventions to address areas where progress is below expectations.
- ❖ To ensure that a rich and vibrant curriculum meets the needs of all students, with correct levels of challenge reflecting the requirements of the GCSE specification.
- ❖ To effectively lead the performance management process to drive improvement and develop our staff.

Main Duties and Responsibilities

Strategic Direction

- ❖ Develop and implement policies for the department in line with the school's commitment to high-quality teaching and learning.
- ❖ Promote the subject, its importance, and the value that it brings across the school.
- ❖ Have a good understanding of how well the subject is being delivered and the impact it has on student achievement.
- ❖ Use this understanding to feed into the school development plan and produce an action plan for the subject.
- ❖ Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject.
- ❖ Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims.
- ❖ Work with the special educational needs coordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND).
- ❖ Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.
- ❖ Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively.
- ❖ Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum.
- ❖ Liaise with other subject leaders within the Trust on subject-related events, projects and activities.

Leading the Curriculum

- ❖ Develop and review regularly the vision, aims and purpose for the subject area.
- ❖ Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress.
- ❖ Ensure the planned curriculum is effectively and consistently implemented across the school.
- ❖ Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning.
- ❖ Have an overarching responsibility for students' achievement and standards in the subject area.

Leading and Managing Staff

- ❖ Establish an effective team and hold regular meetings on the subject.
- ❖ Provide support to staff regarding teaching and learning resources, and planning in the subject area.
- ❖ Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school.
- ❖ Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area.
- ❖ Coach and model team teaching.
- ❖ Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.
- ❖ Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.
- ❖ Take responsibility for performance management for your team, appraising staff in line with the school's performance management policy.
- ❖ Contribute to timetabling and manage setting students into attainment groups.

Efficient and Effective Deployment of Resources

- ❖ Provide support with textbooks and library books in subject area.
- ❖ Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students.
- ❖ Audit, check and manage resources to ensure they are up to date and match student and curriculum needs.
- ❖ Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.

Additional Duties

- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.

- ❖ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ❖ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ❖ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> ❖ Qualified Teacher Status ❖ Degree in relevant subject 	<ul style="list-style-type: none"> ❖ Master Degree in relevant subject 	Application Form / Interview
Experience	<ul style="list-style-type: none"> ❖ Minimum of 3 years' relevant teaching experience ❖ Experience in leading a subject / whole school initiative ❖ Experience of leading CPD and coaching/ mentoring 	<ul style="list-style-type: none"> ❖ Experience as an exam marker for GCSE or A-Level ❖ Experience of strategic planning and evaluation leading to improved provision 	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> ❖ Excellent subject knowledge and an understanding of national and examination curricular requirements of the subject ❖ Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve ❖ Excellent working knowledge of ICT and how it can be used to track and analyse attainment ❖ High level of oral and written communication skills ❖ Track record of delivering good or outstanding lessons over the last 3 years 	<ul style="list-style-type: none"> ❖ Knowledge of current education and professional developments and an understanding of their application in a whole school context 	Application Form / Interview

Personal Qualities	<ul style="list-style-type: none"> ❖ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ❖ To believe in the importance of team work and a collaborative approach, to be able to build supportive working relationships with colleagues both within and outside the Department ❖ Demonstrates a versatile approach to teaching strategies and a willingness to initiate curriculum innovation, with the ability to impact positively on all students, to enthuse and create a love of learning ❖ A commitment to and understanding of collective responsibility ❖ A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and encourage staff and students to follow in this example ❖ Ability to work under pressure, prioritise effectively and meet deadlines 		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> ❖ Collaborate – ability to work effectively as a team ❖ Empower – ability to take initiative and problem solve in order to improve performance ❖ Leadership – To lead by example and achieve shared goals ❖ Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



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