**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

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**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Heacham Infant and Nursery School and Heacham Junior School** |
| **Job Title:** | **Maths Subject Leader** |
| **Grade:** | MPS/UPS as appropriate plus TLR 2C (£2721) |
| **Hours/weeks:** | 100% - Full Time |
| **Responsible to:** | Responsible to the Headteacher or Senior Teacher or Higher Level Teaching Assistant but works to and with a qualified teacher on a day-to-day basis. |
| **Responsible for:** | Leading the Teaching and Learning in Maths Across Heacham Infant and Junior Schools |
| **Working With:** | Year 4 initially |

# Core purpose of the Subject Leader

To provide professional leadership and management for Maths in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners across KS1 and KS2.

In addition to the responsibilities of class teacher as set out in the appropriate job description and the school teachers’ pay and conditions document, the Subject Leader will also undertake the following duties and responsibilities.

**Responsibilities**

# TEACHING, LEARNING AND STANDARDS

* To provide leadership in Maths.
* To evaluate the effectiveness of teaching and learning in Maths and progress towards meeting agreed targets across the school relentlessly focusing on the improving of teaching and learning.
* To secure, in collaboration with the SLT and MLT, high standards of teaching and learning in Maths.
* To monitor specified names groups of pupils, e.g. PP, SEND, etc.

# LEADERSHIP AND CO-ORDINATION

* To assume the role of ‘subject’ consultant for colleagues.
* To demonstrate, by practical example if appropriate, effective ways of organising the teaching within Maths.
* To inform relevant stakeholders if/when required regarding current trends and practice in Maths.
* To assist the Head of School in ensuring the highest possible standards and quality of learning in Maths using the school’s Teaching and Learning Policy as one means to achieve this.

# SUPPORTING, GUIDING AND MOTIVATING

* To inspire and motivate through passionate commitment to Maths and having excellent subject knowledge.
* To champion Maths ensuring to set high expectations in terms of visibility in and around school exemplifying achievement and attainment.
* To share good practice, up to date resources and research with all staff.
* To take an active lead in relevant school-based INSET.
* To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate, in consultation with the Head of School.

# POLICY AND DIRECTION

* To communicate a clear vision for Maths across the school linked to the SDP.
* To keep abreast of developments in Maths.
* To lead colleagues in formulation, review and evaluation of policy, in consultation with the Head Teacher and subject team.
* To ensure that policy reflects current national and local initiatives.
* To carry out an annual review of Maths following guidance issued.
* To maintain a Subject Leader’s file.

# RESOURCING

* To identify needs and to resource, in consultation with colleagues, Maths within the limits of given budget.
* To requisition, in consultation with the Head of School, such items necessary to ensure effective learning and teaching of Maths.
* To be responsible for checking, storing and ensuring appropriate use of related resources.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Essential** | **Desirable** | **How Identified** |
| Education & Training | * Qualified Teacher Status * Graduate or equivalent in appropriate phase. * Recent personal and professional development * GCSE English and Maths at Grade C or above (or equivalent) | * Evidence of Middle Leadership training. * Evidence of Maths Mastery training * Maths subject specialism/Degree * Evidence in coaching and mentoring | Original Application Form/  Letter of Application |
| Experience | * Consistently good classroom practitioner with proven track record of raising attainment * Current and relevant experience of teaching at least 3 years * Experience of monitoring and evaluating Teaching and Learning * Experience of improving the standards of learning and teaching through the use of pupil performance data * Evidence of leading a whole school initiative * Using ICT in the preparation and delivery of learning activities * Evidence of leading a subject across the whole school | * Evidence of teaching and learning that is graded outstanding * Experience of working with a wide range of abilities including G&T and SEND * Experience of teaching upper KS2 * Evidence of appraisal/coaching/mentoring colleagues | Application Form/Letter of Application  Interview process  References |
| Knowledge | * A working knowledge of effective inclusive practice * Up to date knowledge of safeguarding practices * Sound knowledge of the role of ICT in teaching and learning across the curriculum * Knowledge of the characteristics of high quality teaching in a primary phase * Outstanding skills and knowledge in Maths * Knowledge of current developments and initiatives within education specifically in Maths * Understanding of strategies for raising pupil progress * Knowledge of statutory curriculum, assessment, recording and reporting requirements in a primary phase * Knowledge of Ofsted Inspection framework | * Understanding of how to use comparative data, together with information about pupils’ prior attainment to set targets for improvement | Interview  References |
| Skills | * Excellent oral and written communication skills. * The ability to prioritise, plan and organise in order to meet deadlines. * Confident in the use of IT for teaching and administration. * The ability to solve problems and make decisions. * The ability to take responsibility for own professional development. * The ability to inspire confidence in pupils, parents and staff. * Able to maintain and further develop existing good links with all stakeholders. * Commitment to equality of opportunity and inclusion. * Promote and support an enriched curriculum including educational visits, extra-curricular activities. | * The ability to analyse, understand and interpret relevant information and data. * Imaginative approach to community involvement | Interview  References |
| Attributes | * Energy, vigour and perseverance. * Self confidence and initiative. * Enthusiasm and commitment. * Willingness to contribute to wider school and campus activities * Reliability, resilience and integrity. * Personal impact and presence. * Excellent role model for staff and pupils * A good team player |  | Interview  References |