

Job Description

Post Title: Director of Mathematics	School: James Calvert Spence College		Office Use
Scale: Leadership Scale 4 - 8	Home base: South Avenue and Acklington Road sites		JE ref:
Responsible to: ELT	Date: March 2019	Manager Level: Director	
Job Purpose: To be accountable for the quality of provision and outcomes in mathematics at KS3, KS4 and KS5			
Duties and key result areas:			
<p>General</p> <ul style="list-style-type: none"> • To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's policies, schemes of work and the National Curriculum. <p>Generic Responsibilities</p> <ul style="list-style-type: none"> • To raise standards and student outcomes in Mathematics between Y7 and Y13 • To be an effective leader for the teaching and learning within the Mathematics curriculum area • To ensure at least good student progress for all students and sub-groups • To lead, develop and enhance the teaching practice of others within the directorate • To be accountable for leading, managing and developing the Mathematics provision • To have line management responsibility for the teaching staff within the Mathematics directorate • To analyse data effectively, reporting to line manager and Governors on trends and outcomes • To use data analysis to ensure gaps are closed between groups of students <p>Specific Responsibilities</p> <ul style="list-style-type: none"> • To lead colleagues teaching Mathematics • To promote high quality teaching and learning practices • To be accountable for the strategic leadership, management, student outcomes and development of staff in the Mathematics curriculum area • To produce, update and review the Mathematics self-evaluation documentation and development plan • To represent the Mathematics directorate's interests to the whole school and to represent the school's interest to the Mathematics directorate • To devise and implement strategies which lead to the achievement of the aims of the School Development Plan • To develop the Mathematics curriculum to best meet the needs of the students at JCSC • To keep up to date with the latest subject knowledge and national policy relating to Mathematics teaching and qualifications 			

Whole School Responsibilities

- To take ownership of a specific school-wide leadership issue, to be discussed and agreed with the Executive Headteacher
- To liaise effectively with the Director of Primary to ensure a smooth and seamless transition in the Mathematics curriculum between Years 6 and 7
- To make a significant contribution to school improvement, planning and evaluation
- To take responsibility for an agreed area of the school, maintaining order and assisting in pastoral issues as and when necessary

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school: the pay level has been established on this basis.

Work Arrangements

Transport requirements: Able to meet the transport requirements of the post. Working patterns: As identified in the relevant Teachers' Pay & Conditions Document Working conditions:	
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