



Job Description

Job Title	Senior Leader – Director of Mathematics
Required	January 2017
Salary	L7-L11 (negotiable for the right candidate)
Terms	Permanent and full time

Purpose of the Role:

- To provide professional leadership and management to the department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. In addition you will work with subject leaders to enable pupils to apply their mathematical knowledge and skills in other subjects in the curriculum, where appropriate.
- Supporting all groups of pupils to develop these skills will ensure outcomes are high across different curriculum areas.
- To work as part of a team to realise its strategic objectives to ensure a strong commitment to local communities. In addition you will form part of the wider senior leadership team in order to gain experience of whole school improvement.

The job description should be read alongside the range of professional duties of Teachers, as stated in the latest Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Main Duties – Teaching and Managing Pupil Learning

- Ensure a strong sense of common purpose and set high expectations for pupils and staff in the department.
- Manage resources efficiently so that teaching and learning is effectively supported in the department.
- Develop comprehensive schemes of learning, which include a range of teaching and learning styles providing a rich experience for pupils.
- Incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- Ensure appropriate pathways are available within the department to allow all groups of pupils to achieve success.
- Consider how the subject can promote citizenship, enterprise, spiritual, cultural, mental and physical development and preparation for adult life.
- Monitor all aspects of the department through regular monitoring, in line with the academy quality assurance programme.
- Ensure teachers are clear about teaching objectives and provide guidance on methodology.
- Ensure that pupils' literacy and numeracy skills are sustained and developed through the subject(s).

Main Duties – Planning and Setting Expectations/Pupil Achievement

- Plan, develop and monitor schemes of learning, and ensure that using and applying mathematics and problem solving skills are taught, so that all pupils make at least good progress.

Main Duties – Assessment and Evaluation

- Establish and implement clear practices for assessing, recording and reporting on pupil achievement, in line with academy policy.
- Monitor pupil standards and achievement against annual targets and track progress in the department.

Main Duties – Communication, Relationship with Parents/Carers and the Wider Community

- Develop and maintain effective methods of communication with the Head of School, SLT, other staff, pupils, parents, academy council members, external agencies.
- Develop links with the local community to extend and enhance the work of the department.
- Meet regularly and work with the appropriate members of the SLT to develop effective departmental leadership and management, to ensure an appropriate timetable for all members of the department.
- Develop relationships with other departmental leaders and with colleagues from other key stages and sectors in order to provide a smooth transition between academies/schools and phases for all pupils.
- Hold regular department meetings, so new developments and ideas related to the subject are discussed and information is effectively disseminated.
- Encourage the sharing of information with parent/carers and other staff about curricular choices, study skills and pupil performance with a view to building a partnership between parents and the academy. Provide helpful and accurate responses to parent/carer enquiries within 48 hours of receipt of the enquiry.
- Co-ordinate the production and maintenance of the department handbook/calendar.
- Produce information as required for the academy website and VLE.
- Oversee and monitor the accuracy of exam entries and dates and to work effectively with the Exams Officer.
- To use appropriate publicity channels within and beyond the academy to celebrate and inform the work of the department.

Main Duties – Managing and Developing Staff and Other Adults

- Lead, manage and develop all staff, including the second in department and TLR post holders. Role model exemplary classroom practice.
- Liaise with the SENDCo to develop the role of support staff in delivering subject maths across the academy.
- Monitor standards of teaching, provide feedback, and identify and meet the CPD needs of staff in the department.
- Lead in the development of effective teaching and learning styles in the department.
- Help staff achieve constructive working relationships with pupils.
- Support colleagues in their management of pupil behaviour by consistent application of academy policy.
- Devolve responsibilities and delegate tasks appropriately, recognising and utilising the strengths of others.
- Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy team.
- Provide full and regular feedback to team members, through department meetings, briefings and memos of matters discussed at meetings held for curriculum leaders. Ensure the department is represented at these meetings.
- Promote links and co-operation with other departments. Encourage department involvement in academy wide initiatives and in the development of whole academy policy.
- Initiate/maintain the provision of department extra-curricular activities.
- Ensure that senior colleagues, academy council members and directors are well informed about department policies, plans, priorities, targets and professional development needs.
- Be an integral part of the recruitment process for staff within the department area.
- Be responsible for supporting training, monitoring NQTs and students placed within the Department. Manage career entry profiles.
- In the role of reviewer (appraiser), make pay recommendations for colleagues through the appraisal process.
- Demonstrate a commitment to CPD and all academy procedures in relation to pay progression of all colleagues in the department.

Main Duties – Manage Own Performance and Development

- Keep abreast of new curriculum thinking, teaching methods and examination specifications.
- Be aware of developments at key stage 2 and in further and higher education.
- Know and understand the implications of the Code of Practice for SEN for teaching and learning in the maths.

Main Duties – Managing Resources

- Advise senior leaders of staff and resource needs for the department.
- Ensure the effective and efficient management and organisation of learning resources.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- In consultation with the team, formulate the department's strategic and development plans and implement the processes by which they will be monitored and evaluated.
- Ensure that the department handbook is kept up-to-date and the department development plan is reviewed annually.

Main Duties – Strategic Leadership

- Identify priorities for improvement within the department and contribute to academy self-evaluation and development planning.
- Contribute to and respond to whole academy priorities.
- Use data and other information to inform strategic planning, to identify improvement targets, and to inform the academy's leadership.
- Develop and implement policies and practices for the subject that reflects the academy's commitment to high achievement.
- Analyse current performance of students in the subject throughout the department and devise strategies for improving standards further.
- Ensure that all members within the department including those with additional curriculum responsibility allowances, have a detailed job description which are reviewed and updated annually according to changing needs.
- Establish, with the involvement of your line-manager, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning and for the outcomes of the children.
- Establish, with the involvement of your line-manager, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning student achievement.
- Monitor the progress being made towards targets established in subject planning.
- Evaluate the effects of the department's work on the standards of teaching and learning.

Line-managed by: SLT link

Responsible for: All staff within the department

Further Conditions of Service

- You will not take on the role of a form tutor, so that intervention can take place, but maybe required to support from time to time.
- To undertake any other responsibilities as may reasonably be directed by the Head of School or Executive Headteacher.
- Adhere to academy policies.



Personal Specification

Job Title: Senior Leader – Director of Mathematics

Venerable Bede CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Professional Development	
Educated to degree level	E
Qualified Teacher Status/ DfE recognised teaching qualification	E
Evidence of appropriate and continuous further professional development	E
Further study and/or qualification demonstrating a commitment to system leadership	D
Knowledge, Skills and Understanding	
Excellent communication and interpersonal skills	E
Excellent analytical and evaluative skills	E
Evidence of deep and extensive knowledge of their subject and curriculum area(s)	E
Acute understanding of data and assessment methodologies to inform pupil progress and effective intervention strategies	E
Demonstrate their own passion for and expertise in their subject(s).	E
Strong commitment to inclusive education and the principles and practices of equal opportunities	E
Leadership and Management Attributes	
Excellent understanding and application of effective school accountability and challenge	E
Demonstrable commitment to leading the professional development of others (individual and whole academy)	E
Moral courage and determination	E
Motivate inspire and empower	E
Presence, drive and passion	E
Utilise high levels of emotional intelligence	E
Highest integrity in all aspects of professional practice	E
Excellent creative and innovative problem-solving skills	E
Excellent change management skills	E
Build strong professional relationships	E
Excellent time and self-management skills	E

Refined knowledge of academy development and strategic planning, including effective monitoring and evaluation strategies.	E
Be supportive for the distinctive Christian ethos of the academy.	E
Develop leadership in others as part of their daily practice	E
Teaching and Learning Attributes	
Consistently good and outstanding classroom practitioner (current Teachers' Standards)	E
Excellent classroom and behaviour management skills	E
Ability to monitor performance and make incisive judgments that improve practice (individual and whole school)	E
Ensure a safe and stimulating environment that contributes positively to teaching and learning	E
Effective use of ICT in management and education	E
Commitment to extending opportunities available to pupils through extra-curricular/extended school activities	E
Other Experience	
Successful teaching experience across the full age and ability range (KS3 to KS4)	E
Experience of working in different schools	D
Proven track record in raising achievement and securing whole school improvement	E

Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of Senior Leader – Director of Mathematics at The Venerable Bede CE Academy, then please complete the enclosed application form, together with a letter of application (**Please do not enclose a CV**) outlining the following within the letter:

- Your Philosophy for Education
- What you consider effective departmental and whole academy evaluation to look like in practice
- Your experience and impact of leading a successful team
- What you see as the key challenges to raising achievement in the core subject of Maths
- Your vision for an outstanding Mathematics Department

Completed applications should be returned to:

Head of School
Venerable Bede CE Academy
Tunstall Bank
Sunderland
SR2 0SX

Or via email to tracy.gray@venerablebede.co.uk

The closing date for applications is: Monday 10 October 2016 at 12 noon

Interviews will take place: Monday 17 October 2016

I would recommend you visit the academy to see for yourself what truly wonderful young people and staff we have at The Venerable Bede CE Academy. Please contact Mrs Tracy Gray, PA to the Head of School, Mr David Airey. Call on 0191 5239745 or by email via tracy.gray@venerablebede.co.uk