



West Jesmond Primary School

JOB DESCRIPTION

POST TITLE:	Assistant Head Teacher /Head of Mathematics
PAYSCALE:	Leadership pay Scale L5 to 9
RESPONSIBLE TO:	Executive Head Teacher
RESPONSIBLE FOR:	Teaching and learning of mathematics across the school with a class teaching responsibility
JOB PURPOSE:	To be accountable for the standards of pupil attainment and achievement in mathematics across the primary age range. To continually improve the quality of mathematical teaching through direct teaching, coaching and observation.

MAIN RESPONSIBILITIES:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Lead Teaching and Learning Responsibilities

- 1) Have a passion for the teaching of mathematics and the continual development of provision in mathematics across the school
- 2) Lead, develop and enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
- 3) Ensure the mathematics curriculum is fully inclusive and appropriate challenge is identified for pupils.
- 4) To lead and develop curriculum design and planning within the national mathematics curriculum framework.
- 5) To continue to lead the school and staff team on our journey to full implementation of a maths mastery approach to raise standards and pupil outcomes.
- 6) Facilitate an ethos within school that encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
- 7) Manage staff team in the implementation of key intervention programmes for mathematics and ensure consistency across the school.
- 8) To be responsible for data, tracking and identifying intervention strategies to monitor pupil progress in mathematics
- 9) Analyse school, cohort and pupil data linked to RAISE and other LA and school information in order to set targets and priorities.
- 10) Monitor and evaluate assessment procedures and feedback to children across

the full primary age range.

Generic Responsibilities

- 1) Create and manage a learning environment and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential.
- 2) Contribute to the monitoring and development of minority groups to ensure suitable opportunities are provided for learner aspirations to be met.
- 3) Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
- 4) Apply a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
- 5) Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.
- 6) Demonstrate on-going development and application of teaching expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
- 7) Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- 8) Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- 9) Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
- 10) Take responsibility for teaching a primary age class.

Specific Responsibilities

- 1) Responsibility for the dissemination of information to other staff in a designated curriculum area and for the updating of resource procurement priorities.
- 2) Work with the Senior Management Team to identify subject priorities for the School Development Plan and lead or facilitate these actions. This includes providing evidence of mathematics attainment and progress for the school self-evaluation form (SEF).
- 3) To work in partnership with regional Maths Mastery networks and Hub leads to develop our CPD for staff and liaise with other regional leads

April 2017

