



"Where every person matters"

TLR2b Job Description

Post Title: Numeracy Leadership

Purpose:

The leadership of Maths and Numeracy curriculum including monitoring pupil progress and progression. Provide coaching and support in the teaching of Maths and Numeracy to colleagues and using and analyzing data to identify pupils who are underachieving in maths and plan intervention strategies with staff.

Line Management: Responsible for - line management of specified teachers/HLTAs/TAs

Liaising With: Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies, parents and governors

Salary Scale: TLR2b + 1 SEN point

Working Time: Full time as specified within the STPCD

CRB Disclosure Level: Enhanced

Key Tasks

Teaching and Learning

- Lead by example as a teacher and as manager, achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching
- To be responsible to the Headteacher, Deputy Headteacher and Assistant Headteacher for co-ordinating the work of the department, supporting and advising where appropriate
- Support subject leaders in the development and implementation of policies and curricular initiatives within the department
- To monitor the quality of teaching and learning in the department in line with school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of students work including marking and feedback
- To review long term planning in the department to ensure coverage, progression and a range of learning experiences across the department
- Where required, liaise with other staff to monitor and promote effective transition arrangements to ensure continuity and progression between phases
- To ensure students are able to achieve their academic potential in line with the curriculum model and accreditation where feasible
- Ensure the department planning is effectively carried out and ensure students individual needs are being met
- To monitor the standards of achievement and behaviour within their year group across departments to ensure continuity and progression



"Where every person matters"

- Set appropriate expectations for the department staff and students in relation to standard of students achievements and the quality of teaching, and establish clear targets for improving and sustaining students achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines
- Supporting departmental staff to meet appraisal objectives

Recording and Assessment

- Have input into the target setting process for raising achievement for the departments students and feedback to SLT
- Monitor progress in the department and ensure appropriate co-ordinator action plans are being implemented
- Monitor the departments planning to ensure individual needs are being met

Leadership

- Support SLT in providing a clear vision and direction for the development of the school
- Taking a leading role in specific projects to be decided with SLT
- Contribute to Middle Leadership Team decisions on all aspects of policy development and organization by playing a significant role in the preparation, implementation and monitoring of the schools improvement plan
- Attend Middle Leadership Team meetings as required and report back to staff as necessary
- Be a strong advocate for change and champion school improvement
- Convey a positive 'can do' attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives
- Establish good relationships, encourage good working practices and support lead teachers
- Plan, organize and chair department meetings as appropriate in order to ensure school policies and practices are being implemented
- Liaise with teaching assistants within the department and outside agencies

Standards and Quality Assurance

- Support the aims and ethos of the school
- Attend and participate in open events/ parents evenings
- Uphold the schools behavior code and uniform regulations
- Participate in staff training
- Participate in continuing professional development
- Chair team and staff meetings

People and relationships

- Sustain effective, positive relationships with all stakeholders
- Encourage moral and spiritual growth and civic and social responsibility amongst students



"Where every person matters"

- Manage innovation and change effectively
- Encourage and motivate staff to work collaboratively
- The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

Human and material resources and their development and deployment

- When required, lead the professional development of all staff through example, coaching peer support and target setting
- Contribute to the audit of staff development and training needs and the provision of effective inset
- Ensure support and training during the induction of new staff and for trainee teachers
- Support the establishment of priorities for expenditure across the department
- Ensure the maintenance in the department of a structured environment for effective teaching and learning, for good behaviour and discipline and for students moral, social and cultural development
- Manage the resources of the department curriculum or a whole school aspect to be agreed

Additional

- All colleagues are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description