



**JOB DESCRIPTION**

**POST:** SUBJECT LEADER FOR MATHEMATICS  
**TLR:** 2B (£4224)  
**RESPONSIBLE TO:** HEADTEACHER AND GOVERNING BODY OF ALBAN ACADEMY

**MAIN DUTIES AND RESPONSIBILITIES:**

**TO PROVIDE LEADERSHIP AND MANAGEMENT TO SECURE HIGH QUALITY TEACHING, EFFECTIVE USE OF RESOURCES AND IMPROVED STANDARDS OF LEARNING AND ACHIEVEMENT FOR ALL PUPILS**

In addition to the main duties and responsibilities set out below, the post holder is required to carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document, (attached) and to undertake the general responsibilities of a teacher at Alban Academy.

- To report to and keep up to date the Headteacher, colleagues, Governors and parents, of developments within the subject, in particular the implementation of the National Curriculum, through Staff meetings, Governors' meetings and reports, closure days, departmental meetings and Parents' evenings.
- To remain well-informed of current developments within the subject by attending professional in-service courses and other similar meetings.
- To co-ordinate and organise the teaching of the subject throughout the Academy, setting a high standard of professional practice and to play a key role in supporting, guiding and motivating teachers of the subject and other adults (e.g. support staff).
- To produce and update schemes of work which are relevant to National Curriculum guidelines appropriate to the pupils in the Academy.
- To monitor and evaluate the curriculum, planning and learning outcomes through the delivery of the Academy's Monitoring, Evaluation and Improvement programme.
- To identify appropriate attainment and / or achievement targets.
- To monitor pupil progress towards targets and identify intervention where/when appropriate
- To contribute towards the Academy Improvement and Strategic Plan and draw up, with colleagues, a Subject/Departmental Action Plan to be reviewed annually.
- Plan and implement strategies where improvement needs are identified.
- To ensure that appropriate policies exist for Assessment, Recording and Reporting which are in line with National Curriculum requirements and Academy policy.
- To ensure that assessment practices are consistent within the department to enable accurate evaluation of standards achieved.
- To use the data available in the Academy on pupils (e.g.NFER CATS data; standardised scores; Reading results) to inform teaching/learning practices within the department and identify intervention needs.





# Alban Church of England Academy

*'Promoting wisdom and learning based on Christian values'*

- To understand how their subject contributes to Academy priorities and to the overall education and achievement of all pupils.
- To offer guidelines to colleagues, particularly non-specialists, by preparing curriculum guidelines/schemes of work, convening regular departmental meetings and giving individual professional advice and support, in order to ensure pupil progress target levels and objectives are achieved.
- To contribute to the sharing of good practice to support the raising of standards within the department, and across the Academy.
- To lead regular meetings as outlined in the annual schedule and to keep the headteacher and SLT Link informed via agendas and minutes.
- To contribute to whole Academy initiatives, sharing effective strategies which support the wider development of teaching and learning throughout the Academy in order to raise standards.
- To ensure that whole Academy strategies are consistently implemented within the department to support the raising of standards across the Academy.
- To evaluate the impact of all improvement practises on the quality of teaching and learning.
- To liaise with the SENCo to ensure the needs of Statemented pupils and pupils with IEP's (Individual Education Plans) are being met.
- To liaise with the Gifted and Talented Co-ordinator to ensure the needs of pupils identified as gifted and talented are being met.
- To liaise with the appropriate colleagues in Lower, Middle and Upper Schools within Area 7 (the Sandy Pyramid) by attending meetings as appropriate.
- To liaise with the Advisory Service and other support services.
- To be responsible for allocating the departmental budget in a manner which maximises its impact on teaching and learning.
- To promote the subject by displays of pupils' work, arrange special events, invite outside agencies/speakers, organise extra curricular activities.
- To report to the Governors' committee as and when required.
- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information.
- To practise and promote fair and equal treatment of all staff, parents and pupils throughout the course of performing all duties contained within this job description.
- To be aware of the guidelines as laid out in the Health and Safety at Work Act, the Health and Safety policy requirements of the Governing Body and fire drill procedures.
- To undertake other tasks a designated by the Headteacher when appropriate or necessary.

