



**JOB DESCRIPTION  
BIRKDALE HIGH SCHOOL  
“Nihil Nisi Bonum”**

<b>Post Title</b>	<b>Subject Leader – Mathematics</b>
<b>Reporting to:</b>	Senior Leadership Team - Headteacher
<b>Working time:</b>	Full time
<b>Salary/Grade:</b>	TLR 1B
<b>DBS check:</b>	Enhanced with barred list information and prohibition order checks
<b>Main purpose</b>	
<ul style="list-style-type: none"> <li>To be responsible for the leadership of the Maths department (hereafter called the designated area).</li> <li>To be accountable for student attainment, achievement and progress in the designated area.</li> <li>To make strategic evaluations of teaching, learning, resources and personnel issues as a member of the Middle Leadership Team.</li> <li>To be responsible for leading on the development of one whole school dimension as agreed with the Headteacher.</li> <li>To support the school and the Senior Leadership Team in securing quality of education for all learners.</li> </ul> <p>You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (hereafter called The Document). You are required to carry out such professional duties as stated in the Document which the Headteacher may reasonably ask you to undertake.</p>	
<p>In addition, you are required to undertake the following responsibilities, which may or may not be included above:</p>	
<b>General responsibilities</b>	
<ul style="list-style-type: none"> <li>To support and promote the school's aims and objectives.</li> <li>To ensure a duty of care at all times to safeguard and promote the welfare of all students in line with statutory responsibilities.</li> <li>To work within the school's Health and Safety policies to ensure a safe working environment for all students, staff and visitors.</li> <li>To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff.</li> <li>To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors.</li> <li>To actively support and promote positive professional and curriculum links across the school and with partner schools.</li> <li>To actively engage with the performance management process and continue with personal and professional development.</li> <li>To adhere to school policies and procedures as set out in the staff handbook and other documentation available.</li> </ul> <p>To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards.</p>	

### **Shaping the Future**

- To support the Senior Leadership Team in providing a clear direction for the development of the designated area.
- To provide effective leadership for the designated area in collaboration with the subject leader.
- To ensure that work across the designated area fully reflects the school's aims and mission statement.
- To lead on developing and embedding the core values of the department and their practical expression.
- To lead on the preparation, implementation and monitoring of the department's Self-Evaluation Form and Improvement Plan.
- To support the Senior Leadership Team and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- To lead the design, sequencing and implementation of an ambitious and effective curriculum for the designated area.

### **Leading Learning and Teaching**

- To work with colleagues to formulate the aims, objectives and strategic plans for the designated area which have coherence and relevance to the needs of students and support the aims, objectives and strategic plans of the school.
- To ensure short, medium and long-term planning is effectively carried out and students' individual needs are met.
- To support subject staff in the development and implementation of curricular and pastoral initiatives.
- To lead by example as a teacher, achieving high standards of student attainment, behaviour and motivation through effective teaching.
- To uphold the school's Code of Conduct.

### **Developing self and working with others**

- To oversee the day-to-day management of the designated area's staff and to act as a positive role model.
- To ensure that the designated area's staff development needs are identified and that appropriate programs are designed to meet such needs.
- To participate in the interview process for teaching and associate posts when required and to ensure effective induction of new staff in line with School procedures.
- To lead the professional development of staff through example, coaching, peer-support and target setting.
- To plan, chair and organise meetings as appropriate.
- To support the school's ITT programme as required.
- To liaise with support staff, parents, governors and outside agencies.
- To attend and participate in Open and Parents' evenings.
- To participate in whole staff training and Continuing Professional Development.
- To attend meetings as directed in the school calendar.
- To work collaboratively with all colleagues
- To encourage cultural, moral and spiritual growth, and the development of civic and social responsibilities amongst students in preparation for life in modern Britain.

### **Managing the organisation**

- To make appropriate arrangements for classes in the designated area when subject staff are absent, in liaison with the Cover Manager.
- To manage the available resources of space and staff efficiently within the limits, guidelines and procedures laid down; including deployment, rooming and organisation of classes.
- To manage the available finance and equipment resources efficiently within the limits, guidelines and procedures laid down; including deploying the budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To ensure the highest standard of behaviour within the department in liaison with subject staff, Heads of Year and the Senior Leadership Team.

### **Securing accountability**

- To engage with the school appraisal process and act as appraiser for a group of staff within the designated area.
- To undertake the role and responsibilities of form tutor as and when required.
- To oversee the target setting process for the designated area.
- To contribute to the School procedures for lesson observation and Progress Reviews.
- To implement School quality procedures and to ensure adherence to those within the designated area.
- To monitor and evaluate systems and practice in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To ensure that quality procedure meet the requirements for effective self-evaluation and strategic planning.
- To ensure the maintenance of accurate and up-to-date information on the management information system for the designated area.
- To analyse and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To update the Headteacher, Senior Leadership group, subject Leader and Governing Body on the effectiveness of provision for students in the designated area.
- To attend and report to Senior Leadership Team and Governor meetings as required.
- To report to and engage with external agencies as appropriate.

### **Strengthening community**

- To ensure that all staff across the designated area are aware of their role and responsibilities within the designated area and as part of the school's wider community.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, Higher Education, Industry, Examination Boards, Awarding Bodies, External Agencies, and other relevant external bodies, as appropriate.
- To contribute and actively engage with the school liaison and marketing activities as appropriate.
- To contribute to the setting up of effective links with identified partner schools and the wider community.
- To encourage staff and students in the department to play a full and active part in the school community through attendance at key events for instance.

### **Other Specific Duties:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary/grade and job title.

<b>DATE:</b>	February 2020
--------------	---------------