



## LONDON BOROUGH OF LEWISHAM

### KENDER PRIMARY SCHOOL

#### JOB DESCRIPTION

- Post:** Class teacher and Maths Leader
- Salary:** Inner London paycales, TLR2b
- Duties:** The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title
- Reporting to:** Headteacher, Deputy Headteacher, Assistant Headteachers

#### Maths Leader Responsibilities

- To support, hold accountable, develop and lead staff to ensure high standards of teaching and learning within Maths, as deployed by the Headteacher
- Devise, implement and evaluate an annual action plan, in line with the School Development Plan, to contribute to and be accountable for the implementation of school improvement work related to provision within Maths
- Monitor standards and pupil progress within Maths, collecting and analysing evidence and whole school data to inform the judgements being made
- Contribute to SLT meetings, reporting annually on the quality of provision and pupil attainment within Maths, as part of the school's self evaluation process
- Lead learning, teaching and assessment within Maths to ensure that the needs of all learners are met, actively seeking and pursuing development opportunities to make a measurable contribution to whole school targets
- Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.
- To develop Maths knowledge and teaching ability of teachers by modelling good practice and by providing planning support, demonstration lessons and staff training through the school's CPD and induction programmes.
- To provide regular feedback for colleagues in a way that recognises good practice and supports their progress against performance management objectives, resulting in a tangible impact on student learning.
- To engage all staff in the review and creation of schemes of work and school policies, ensuring that these are in place and regularly updated to support learning and teaching.
- To maintain and moderate a school portfolio for Maths, to gather evidence for school self evaluation and to exemplify standards and the effective use cross curricular teaching.
- To support staff in developing an effective learning environment to promote the teaching of Maths, offering advice on any related issues of safety.
- To organise special pupil events, promotions and focus weeks in order to raise the interest and understanding of parents and the wider community.

- To monitor and oversee the use and allocation of resources within Maths; overseeing and evaluating the budget allocations to ensure the budget is spent in line with school improvement priorities and best value principles.
- To liaise regularly with the Senior Leadership Team and act as a point of contact for outside agencies regarding matters relating to the provision, teaching and assessment of Maths.
- To take advantage of appropriate opportunities for professional development, including attendance at borough co-ordinator meetings, using this effectively to improve pupils' learning
- To actively and consistently implement the schools policies and schemes of work.
- To play a significant role in the life of the school, demonstrating a commitment to the school's aims and ethos.
- To co-ordinate and support the delivery of summative assessment procedures, including end of key stage and optional SATs; and provide analysis of the pupils' strengths and areas for development.
- To promote and organise clubs for pupils gifted and talented in reading and in writing.
- To co-ordinate and deliver reading or writing workshops for parents.
- Ensure issues of equal opportunities/access are addressed in the designated area.

#### **Other Leadership Responsibilities**

- Ensure the Headteacher remains fully informed of important matters relating to your responsibilities.
- Attend Leadership Team meetings and be involved in the strategic development of the school.
- Act as team leader in the performance management of one or two teachers in accordance with the school Performance Management Policy.
- Act as team leader in the performance management of one, two or three teacher assistants in accordance with the school Performance Management Policy.



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#### PERSON SPECIFICATION – MATHS LEADER

All post-holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms. This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

<p><b>Training and qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of continuing and recent professional development relevant to the post</li> </ul>	<p>Essential Essential</p>
<p><b>Knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>• Understanding of equality of opportunity issues and how they can be effectively addressed in schools.</li> <li>• The knowledge and understanding of current theory and best practice in learning and teaching Maths, particularly as this relates to high achievement and attainment.</li> <li>• Understanding of a diverse range of teaching and learning styles and techniques.</li> <li>• Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards.</li> <li>• Good understanding of effective procedures for managing and promoting positive behaviour among pupils.</li> <li>• Good understanding of the role of parents and the community in school improvement and how this can be practised and developed.</li> <li>• Clear understanding of data analysis and the important impact this can have on achievement and attainment.</li> <li>• Demonstrate an understanding of how to build a rich and effective reading culture</li> </ul>	<p>Essential  Essential  Essential  Essential  Essential  Essential  Essential</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of outstanding subject leadership.</li> <li>• Experience of making an effective contribution to school improvement through subject leadership or a management role</li> <li>• Experience of using data and evaluation strategies to measure impact and inform improvement</li> </ul>	<p>Desirable Essential  Essential</p>
<p><b>Disposition and attitude</b></p> <ul style="list-style-type: none"> <li>• Positive attitude to raising achievement and high expectations of all learners</li> <li>• Ability to lead, drive improvements and work as part of a team</li> <li>• Ability to work under pressure and inspire and support others</li> <li>• To be approachable and able to relate well to staff, pupils and parents in a variety of situations</li> </ul>	<p>Essential Essential Essential Essential</p>

Date agreed:

Signed:

Headteacher:

Review date: