RAISING STANDARDS LEADER - Maths

JOB DESCRIPTION

The West Somerset College culture reflects that of our sponsor.

The success of the West Somerset College will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy’s recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

**All staff employed at the Academy are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

**Core purpose**

The post is a key strategic role within the College Senior Leadership Team. The strategic aim of the role is to raise standards of attainment and progress in Maths, and to work closely with the Raising Standards Leaders in English and Science to ensure standards and progress in all of the core subjects within the College to ensure the sharing of good practice and high quality intervention processes.

The post holder is required to:

- Raise standards of attainment and progress in Maths.
- Actively promote and contribute to the school ethos and values as a senior member of staff and member of the extended leadership team.
- Execute exemplary leadership and management skills at all times to establish a highly effective Academy and to be a role model to staff and students.
- Motivate and work with others to promote a positive culture that promotes personal excellence, equality and high expectations of all members of the Academy.
- Act at all times in accordance with the agreed Values and Ethos of the Academy.
- Engage critically and effectively in evaluating the work of the Academy and forming strategic plans for further development, in particular in relation to student achievement and outcomes in Maths.

The post holder is required to complete all of the functions of Heads of Department which include but are not limited to:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the area.
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- To lead the development of teaching ensuring that teaching is consistently ‘Good’ or better.
- To actively evaluate the teams’ strengths and areas for development on an annual basis and devise an agreed action plan of development.
- To actively monitor each term student progress and deploy resources to intervene as appropriate. Providing Line Manager with summary overview report.
- To ensure the agreed school policy for Assessment is fully adhered to and implemented.
- To ensure that all lessons within the area reflect the agreed Learning Framework.
- To actively implement and follow all school policies and procedures.
- To lead and manage the planning function of the department.
- To ensure that Health and Safety policies and practices including risk assessments, throughout the area are in line with national requirements and are up dated as necessary.
- To keep up-to-date with national developments, teaching practice and methodology.
- To be responsible for the efficient and effective deployment of the department’s technicians/support staff.
- To undertake Performance Management Reviews.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department and liaising with relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To ensure that all students in the area have challenging targets and that they know what these are and how to achieve them.
- To contribute to the school procedures for lesson observation, snapshots, feedback, learning walks and staff development.
- To produce reports on examination performance for senior leaders and Governors.
- To provide the Governing Body with relevant information relating to the areas performance and development.
- To communicate effectively with parents and students as appropriate.
- To promote the school effectively at key events such as Open Evening.
- To contribute to the process of ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the effective and efficient use of physical resources.
- To monitor the budget and ensure appropriate allocation of departmental capitation.
- To produce an annual budget plan at the start of each financial year.
- To take responsibility for the application of behaviour management systems within the area and to ensure that effective learning can take place as a result of good behaviour.
- To act as a form tutor as required.
- To ensure that the environment in the area is conducive to learning with relevant and engaging displays.
- To ensure that the needs of students with Additional Educational Needs are met through effective differentiation of teaching and curriculum as required.
- To lead team meetings and record outcomes.
- To be accountable for exam entries ensuring all students in the area are entered for appropriate and agreed qualifications.
- To engage pro-actively in the recruitment of staff for the area as required.
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Key accountabilities of the post

- To identify key student groups in Maths requiring intervention and to advise key subject teachers of those groups and of their specific needs to achieve the required progress and attainment.

- Rigorously and relentlessly monitor student progress and attainment data in English and provide an appropriate format of this data for subject teachers and pastoral leaders to effectively use with teaching staff to inform their teaching, in conjunction with the SLT lead for Assessment and Data and the RSL for English and Science.

- To provide appropriate staff training to enable Maths staff to use data effectively to improve their intervention strategies and their ability to monitor the impact those interventions are having.

- To hold Maths subject teachers accountable for the progress and attainment of the students they are teaching.

- To provide clear, specific and rigorous action plans to target the key targeted student groups to provide intervention strategies and actions to improve student outcomes.

- Provide detailed analysis of attainment of the target group students to a variety of audiences, including SLT, Governors and other groups.

- Work with SLT leader for data and Assessment and RSLs for Science and English to develop an effective system of tracking interventions within the key year groups, measuring impact the impact of those interventions and responding appropriately.

- To line manage Maths staff to achieve the highest possible levels of attainment and progress.

- Inform parents of intervention programmes and student progress as necessary to support and improve student progress.

- Support departments in developing focused assessments and structured teaching to maximise impact, ensuring staff understand grade boundaries and mark rigorously to Assessment criteria/PLCs (Personalised Learning Checklists).

- Ensure Pixl methodology is embedded within the teaching and learning practice of the Maths area.

- Support staff in ensuring that professional predictions are accurate and all staff are using fine level grading.

- To consider potential curriculum and course changes to improve student outcomes and raise standards of attainment within the current performance measures.
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Other Requirements

- To produce a termly report for governors reporting on key areas of the role and progress towards securing agreed objectives.
- Complete pupil progress reviews and preparatory evaluations
- Attend meetings with Governors and/or committees as required.
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children
- To be a team player and contribute within own capabilities towards the Academy
- Identify on a termly basis students required to remain in school for additional booster provision.
- Any other task deemed commensurate with the role.