

## **Dr Thomlinson C.E. Middle School –Head of Key Stage 2 Mathematics**

### **JOB DESCRIPTION**

**POST:** Teacher – Head of Key Stage Two Mathematics and form teacher

**PAY SCALE:** Teaching and Learning Responsibility Scale Two (TLR2.1)

**RESPONSIBLE TO:** Senior Leadership Team (SLT)

### **GENERAL DUTIES:**

This job description is not a comprehensive definition of the post. The conditions of employment of teachers in the School Teachers Pay and Conditions of Service Document apply to the post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

#### **A Job purpose:**

To lead and organise the teaching and learning of Key Stage 2 Mathematics (directing members of the subject team when necessary) and to contribute to the development, management and review of the school as a whole.

#### **B Accountable:**

- a) To the Senior Leadership Team (SLT) for the effective discharge of all duties.
- b) For the effective delivery of high quality teaching, learning and support of the school's pupils.
- c) For the impact on the educational progress of pupils.
- d) For the achievement of subject-specific pupil level numerical targets, in line with standards achieved by similar schools Tracking termly progress against the targets and providing reports to SLT/Academy Council on the progress toward making the targets.
- e) For enabling the staff in the subject team to identify and address their professional development and training needs, in liaison with the Headteacher.

#### **C Responsibilities:**

##### **1. Subject review and development**

- a) Plan, provide and evaluate, with the active participation of the subject team, the quality of teaching and learning in Key Stage 2 to pupils in the department;
- b) Prepare, with the active participation of the staff in the department, the priorities for the subject improvement plan - liaising where necessary with the teacher who has responsibility for Key Stage Three Maths - and review progress and future needs;
- c) Provide evidence of pupil progress towards individual targets and analysis of data to meet school and county needs;
- f) Report back from, all areas of consultation, including KS2 Subject Leaders' meetings;
- g) Work in close partnership with other middle and high schools.

##### **2. Curriculum**

- a) Lead the departments' KS2 curriculum planning and KS2 subject policy development, consistent with the school's policy statements, and its ongoing review through the

monitoring and evaluation programme with the primary aim of raising standards in the subject;

b) Provide the appropriate KS2 schemes of work, materials and resources to deliver the subject effectively (including clearly identified aims and objectives which are shared with the children);

c) Implement any necessary changes to the KS2 curriculum;

d) Be responsible for KS2 teaching and learning approaches used within the subject team by development and selection of suitable materials and by advising on lesson planning and classroom management appropriate to the subject matter. This includes the selection and provision of appropriate resources and strategies for SEN pupils and for gifted pupils.

e) Prepare, with active participation of the subject team, resources, KS2 programmes of work, revision materials and homework tasks specifically geared towards meeting individual pupil and school SATs targets;

f) Manage the delegation of work for KS2 amongst the subject teachers;

g) Implement whole school initiatives that reflect the school's key priorities.

h) Lead KS2 curriculum development and staff training that helps to ensure life long, functional skills and prepares pupils for contributing to the world of work and economic well being.

### **3. Pupil assessment, reporting and support**

a) Ensure the efficient administration of pupil assessment and feedback, consistent with the teaching and learning policy of the school;

b) Maintain subject progress data electronically, its analysis and development of numerical target setting. Report findings and subsequent improvement strategies to the SLT;

c) Implementation of and overview of KS2 Maths assessments;

d) Ensure the identification of children who are experiencing difficulties in KS2 and that effective support is given by members of the subject team;

e) Identify children who are gifted and talented within the subject and ensure teachers are aware of additional needs and support to be given;

f) Determine which pupils are making poor progress in KS2 (especially those in danger of missing targets) and liaise with parents in good time.

### **4 Finance and resource management**

a) Manage the allocated subject budget and ensure its efficient use and that limits are not exceeded;

b) Ensure regular audits, in liaison with support staff, of the department's resources: oversee appropriate usage, storage and security of equipment and software and maintenance of a stock book;

c) Advise the SLT about the resources and accommodation requirements of the subject.

### **5. Personnel**

a) Support the school's performance management policy as appropriate;

b) Work with Teacher in charge of KS3 in overseeing the work of members of the subject team with particular attention to, including the monitoring of teaching, assessment and evaluation (including pupil books) in KS2 and providing follow-up feedback, especially for those finding difficulty in delivering the agreed scheme;

- c) Contribute to the support, career development, professional development and training of members of our staff team, teaching assistants (learning) and visiting student teachers;
- d) Co-ordinate arrangements for supporting cover teachers when a member of the subject team is absent (including ensuring that appropriate work is set);
- e) Ensure adherence to school policy regarding relevant health and safety regulations and report any concerns to the H&S Officer.

## **6. Liaison**

- a) Attend and contribute to KS2 Subject Leaders' meetings;
- b) Liaise with other Leaders of Subject and SLT as appropriate;
- c) Maintain strong links with pyramid schools and outside agencies to ensure curriculum continuity to our high school;
- d) Maintain good communication between parents, pupils, teachers and support staff to ensure that all pupils are able to achieve their agreed National Curriculum targets for the end of Key Stage Two teacher assessments;
- e) Deliver appropriate and relevant information and support to parents through active participation in Parent Awareness Raising Events;
- f) Ensure that up-to-date information is available for the school prospectus;
- g) Provide information to parents, governors and colleagues about the work of the department and the progress of pupils;

This job description and allocation of responsibilities may be amended by agreement from time to time.

March 2021