

JOB DESCRIPTION

Job Title:	KS3 Maths Lead
Responsible to:	Head Teacher/Deputy Head Teachers/Head of Faculty
Duties:	The School Teachers' Pay and Conditions Document (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

TEACHER

To fulfil the roles of teacher and tutor as described in the generic job description.

ADDITIONAL RESPONSIBILITIES

1. Pupil achievement and welfare in both subject classes taught and tutor group.
2. If it is a requirement of the job to be a budget holder or to be responsible for money, all duties relating thereto must be carried out in full accordance with the school's Finance Regulations, which are freely available on the school's Intranet.
3. Woodlands School is committed to safeguarding and promoting the welfare of children.

Main Duties

- To lead on Key Stage 3 Maths for the Faculty.
- To assist HOF in formulating policies which assist in creating outstanding teaching and learning within the Faculty.
- To understand all the curriculum requirements and administrative matters relating to Maths.
- Implement appropriate plans linked to Math impact on the academic progress of pupils in the Faculty.
- Support designated colleagues through the appraisal process and CPD opportunities.
- Support the HOF with the overall Faculty evaluation, planning and monitoring.
- Provide support for the HOF with respect to the planning of the Faculty timetable, staffing, rooming and pupil interventions.
- Support the Faculty with pupil behaviour in the Faculty.
- To plan and create resources that will support staff in the delivery of KS3
- Ensure effective communication with parents about any issues/initiatives in KS3
- Prepare and organise assessments for KS3 pupils
- Ensure quality of lessons and consistency across KS3 lessons using lesson observations of other staff
- Moderate, analyse and present data
- Organise setting

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

..... **(Postholder – Print Name)**

and(Headteacher) Date

Updated October 2023

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

