



**EVERY CHILD,  
EVERY DAY**  
ACADEMY  
TRUST

## Job Description

<b>Post Title:</b>	<b>Trust Development Lead of Mathematics</b>
<b>Post No:</b>	
<b>Purpose:</b>	<p>The successful candidate will need:</p> <ul style="list-style-type: none"> <li>• To raise standards of student attainment and progress in Mathematics across the trust schools and to monitor and support student progress across trust schools.</li> <li>• To be accountable for student progress and development in Mathematics within the trust schools.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant, and differentiated curriculum for students studying Mathematics across the trust schools, in accordance with the aims of the trust and the curricular policies determined by the CEO and the Headteacher'S of the school</li> <li>• To be accountable for developing the curriculum and resources in Mathematics across the trust schools from KS3-5 To manage a budget that allows for the procurement of resources to be used in Mathematics across the trust schools</li> </ul>
<b>Reporting to:</b>	Trust Headteachers, Associate Headteacher, and CEO
<b>Responsible for:</b>	Schemes of Work, Procurement of resources, Trust performance in Mathematics
<b>Liaising with:</b>	Headteachers, Heads of Mathematics in trust schools, Post holder in Mathematics across trust schools, Mathematics teachers in trust schools Phase Leaders and Student Support Officers Associate staff, LEA, trustees, parents.
<b>Working Time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	TLR 1:B (£10:448)
<b>Disclosure level</b>	Enhanced

<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>● To lead the development of appropriate schemes of work, resources, marking policies, assessments and teaching and learning strategies in the Mathematics faculties across schools in the trust.</li> <li>● To ensure all Mathematics SOW are in line with the National Curriculum and are aspirational and differentiated</li> <li>● To implement trust policies in Mathematics across trust schools, and ensure they are adhered to by all faculty staff</li> <li>● To work with colleagues to formulate aims, objectives and strategic plans for the faculties which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the schools.</li> <li>● To lead and manage the planning activities of the faculties and ensure they reflect the needs of students within the subject area, the aims and objectives of the schools as identified in the SIP and the faculty activity plan.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>● To ensure the delivery of an appropriate, differentiated, high quality and cost-effective curriculum programme which reflects the Trust/SIPs and associated plans, including the faculties activity plan.</li> <li>● Where appropriate, to develop, mentor and sustain outstanding sixth form provision.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>● To lead curriculum development for the faculties</li> <li>● To ensure assessments at each key stage are rigorous and allow students to achieve the target grades</li> <li>● To keep up to date with national, regional and local developments in the curriculum and teaching practice and methodology in Mathematics.</li> <li>● To be responsible for ensuring the development of cross curricular elements including literacy, numeracy, ICT, citizenship and enterprise learning within faculty schemes of work</li> <li>● To ensure that the development of subjects in the faculty is in line with national developments.</li> </ul>
<b>Staffing</b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>● To be responsible for the efficient and effective deployment of the Faculty's technicians/support staff.</li> <li>● To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated faculty.</li> <li>● To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the faculty.</li> <li>● To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>● To promote teamwork and to motivate staff to ensure effective working relations.</li> </ul>

	<ul style="list-style-type: none"> <li>• To participate in the school's ITT programme.</li> <li>• To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets within the faculty and to work towards their achievement.</li> <li>• To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.</li> <li>• To contribute to the School procedures for lesson observation.</li> <li>• To monitor and evaluate the curriculum area/faculty in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required</li> <li>• To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• 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.</li> <li>• To produce reports within the quality assurance cycle for the faculty.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the relevant Deputy, to manage the Faculty's collection of data.</li> <li>• To provide the Governing Body with relevant information relating to the Faculty's performance and development.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the faculties are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies..</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake a reduced appropriate programme of teaching at the outstanding school within the trust in accordance with the duties of a standard scale teacher.</li> </ul>

<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the trust community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>To be responsible for promoting and safeguarding the welfare of children and you people within the trust, raising any concerns following school protocol/procedures.</li> </ul>
<b>Other Specific Duties:</b>	
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>	
<p>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 grade and job title.</p>	

Signed (postholder)

Date

Signed (CEO)

Date