



## JOB DESCRIPTION

**Maths and Science Curriculum Lead**

**Maths & Science Lead: STEM (KS2-KS4)**

**Job Title:** Maths and Science Curriculum Lead

**Contract Type:** Permanent

**Hours:** 40

**Teaching Responsibilities:** Planning and delivering Maths and Science at KS3 and KS4 (0.75 FTE teaching commitment)

**Responsible to:** Member of the Senior Leadership Team (Currently Deputy Headteacher – Curriculum)

### Job Description

#### Purpose

- To raise standards of student attainment and achievement within Maths and Science curriculum areas and to monitor and support student progress
- To be accountable for student progress and development within Maths and Science
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and adaptive curriculum for students studying in Maths and Science, in accordance with the aims of the School and the curriculum policies determined by the Governing Body and Headteacher of the School
- To be accountable for leading, managing and developing Maths and Science
- To effectively manage and deploy teaching and support staff, financial and physical resources within Maths and Science to support the designated curriculum provision
- Responsible to: Member of the Senior Leadership Team (Currently Deputy Headteacher – Curriculum)

**Responsible for**

- Teaching staff and other relevant personnel within Maths and Science
- Liaising with Headteacher, Assistant Headteachers, other Subject/Pastoral Support, and relevant staff with cross-School responsibilities, relevant non-teaching support staff, Local Authority staff and parents.

## **MAIN (CORE) DUTIES**

### **Operational/Strategic Planning**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and learning and teaching strategies in Maths and Science
- The day-to-day management, control and operation of course provision with the Maths and Science, including effective deployment of staff and physical resources
- To actively monitor and follow up student process
- To implement School Policies and Procedures, such as, Equal Opportunities, Health and Safety, Premises Development Plan etc.
- To work with colleagues to formulate aims, objectives and strategic plans for Maths and Science which has coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

### **Operational/Strategic Planning**

- To lead and manage the business planning function of Maths and Science, and to ensure that the planning activities of Maths and Science reflect the needs of students within the subject and the aims and objectives of the school (SDP/SIP)
- To link with the Phase Leaders (where appropriate) to ensure that the work in the Key Stage and curriculum areas fully reflects the School's distinctive ethos and vision
- In conjunction with the SLT member for ICT to foster and oversee the application of ICT within the Subject Area
- To ensure that Health and Safety Policies and practices including Risk Assessments throughout the Subject Area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Site Manager

### **Curriculum Provision**

- To liaise with the Deputy Headteacher (Curriculum) to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme which complements the School Improvement Plan (SIP)

### **Curriculum Development**

- To lead curriculum development for across the whole Maths and Science curriculum areas
- To keep up to date with national developments in Maths and Science and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels

- To liaise with the Deputy Headteacher (Curriculum) to maintain accreditation with the relevant examination and validating bodies
- To be responsible for the development of Key Skills in Maths and Science

## **STAFFING**

- Deployment and Recruitment of Staff
- To work with the Deputy Head (Curriculum) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within Maths and Science
- To make appropriate arrangements for classes when staff are liaising with SLT to secure appropriate cover within Maths and Science
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the School's ITT programme
- To be responsible for the day-to-day management of staff within the designated Subject
- Area and act as a positive role model

## **Quality Assurance**

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within Maths and Science and to work towards their achievement.
- To establish common standards of practice within Maths and Science and develop the effectiveness of teaching and learning styles within the Maths and Science
- To contribute to School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the Maths and Science
- To monitor and evaluate the Maths and Science curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Maths and Science quality procedures meet the requirements of Self Evaluation (SEF) and the Strategic Improvement Plan (SIP)
- To ensure the maintenance of accurate and up-to-date information concerning the Maths and Science on the management information system.
- To make use of analysis and evaluate performance data provided and produce reports within the Annual SEF Review cycle for Maths and Science
- 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.
- To produce reports within the Annual SEF Review cycle for the Subject Area
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant member of SLT, to manage Maths and Science collection of data

- To provide the Governing Body with relevant information relating to the Subject Area performance and development.

### **Communications**

- To ensure that all members of Maths and Science are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students (e.g., moderating/quality control of Reports' to parents and Parents' Evenings).
- To liaise with partner Schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies, attend Curriculum Forum
- To contribute to the school liaison and marketing activities
- 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
- To actively promote the development of effective subject links with external agencies

### **Management of Resources**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Subject Area capitation, acting as a cost centre manager, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the Deputy Head (Curriculum) in order to ensure that Maths and Science teaching commitments are effectively and efficiently time-tabled and roomed.

### **Pastoral System**

- To monitor and support the overall progress and development of students within the Maths and Science
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the Behaviour Management system is implemented in Maths and Science so that effective learning can take place.

### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

#### **Other Specific Duties**

- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by SLT not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- 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 Specification
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

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 for develops a disabling condition