

Job Title:		Team Leader Maths
Grade:		TLR 1(a)
Post Purpose:	<ul style="list-style-type: none"> • Ensure the provision of an appropriately broad, balanced, relevant and curriculum • Effectively line manage and deploy teaching/support staff, financial and physical resources within the curriculum area to support the designated curriculum portfolio. 	
Accountable to:	Assistant Headteacher	
Strategic Planning and Management of Resources	<ul style="list-style-type: none"> • To evaluate schemes of work to ensure effective teaching and learning. • To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area. • The day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources. • To implement school policies and procedures, e.g. equal opportunities, health and safety, etc. • To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. • To lead and manage the planning activities of the team, ensuring that the plans reflect the needs of students within the subject area and the aims and objectives of the school. • To ensure that health and safety policies and practices, including risk assessments, throughout the team are in-line with national requirements and are updated where necessary, therefore liaising with the named person responsible for health and safety in the school. • To ensure a review of teachers' planning. • To monitor and support the overall progress and development of students within the team, including targeting underachieving students. • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the team budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. Quality assurance of the progress of these aims of objective using data analysis, department walks and student Voice. 	
Curriculum Provision	<ul style="list-style-type: none"> • To liaise with the leadership group and line manager, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. • To lead curriculum development for the whole team. • To keep up to date with national developments in the subject area and teaching practice and methodology, ensuring that the development of maths are in line with national developments. • To liaise with the leadership group and line manager, to maintain accreditation with the relevant examination and validating bodies. 	
Staff Development and Management	<ul style="list-style-type: none"> • Role modelling engagement with School and Trust level CPD, leading department level CPD. • To work with the leadership group to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To ensure the performance management process for both teaching and support staff in maths is high quality. • To be responsible for the day-to-day management and the effective deployment of staff within maths and act as a positive role model, delegating tasks and responsibilities as appropriate. 	

	<ul style="list-style-type: none"> • To participate in the interview process for teaching posts, when required. • To ensure effective induction of new staff in line with school procedures. • To participate in the school's ITT programme. • To monitor and improve teacher effectiveness including instigating use of the disciplinary, capability and attendance processes, in liaison with the Headteacher and People Services. • To promote teamwork and to motivate staff to ensure effective working relations. • To organise the team's involvement in parents' evenings, prospective parents' evening, awards evenings, new intake day etc. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the team liaising with the relevant staff to secure appropriate cover within the team. • To ensure conformity with the school's policies. • To participate in the school's programme of routes into teaching; including ITT, ECF, Assessment Only and Apprenticeships. • To work with non-specialist teachers to ensure that they are provided with resources that allow them to teach successful lessons.
Management Information and Assessment	<ul style="list-style-type: none"> • To ensure accurate assessment of students including mock examinations through effective moderation. • To ensure the maintenance of accurate and up-to-date information concerning the team on Arbor. • To make use of analysis and evaluate performance data provided. • To produce reports on examination performance, making use of the school data systems on PowerBI. • To manage the team's collection of data. • To manage and ensure the team's examination entries are correct in accordance with school procedure. • To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as necessary.
Teaching	<ul style="list-style-type: none"> • To act as a Form Tutor and to carry out the duties associated with that role. • To contribute to life skills according to school requirements. • To teach a timetable in accordance with the professional standards for teachers.
General	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Health and safety qualification	D	A/I
Knowledge and experience		
Background in science (industry or school)	E	A/I
Experience of working in an administrative function	E	A/I
Experience of working with students within an education setting	E	A
Previous experience of working within a school environment (add how many years)	E	A/I
Skills		
Ability to manage a team	E	A/I
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including microsoft office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Excellent IT skills (Microsoft Office and HR Systems)	D	A/I
Highly organised, able to prioritise the work of the team	E	I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature