

## **JOB DESCRIPTION**

[Chingford Foundation School](#)  
[Chingford Academies Trust](#)

**Title of Post:** KS3 Maths Lead  
**Grade/Pay Range:** MPS/UPS + TLR 2B (£5,643)  
**Department:** Mathematics  
**Responsible to:** Director of Mathematics  
**Responsible for:** Mathematics Teachers at Key Stage 3

The Mathematics Department comprises the post holder, the Director of Mathematics, the Deputy Head of Mathematics, other post holders, and a team of Mathematics teachers. The staff supports each other and shares good practices and resources regularly. There is strong leadership from the experienced and successful leadership team in the Department.

### **FACILITIES AND RESOURCES**

The school provides outstanding facilities for teaching Mathematics, including a dedicated suite of rooms and a department hub for staff.

### **LINE OF RESPONSIBILITY**

The post holder is directly responsible to the Director of Mathematics on curriculum matters and the Director of Key Stage for pastoral issues.

### **JOB PURPOSE**

- To coordinate the teaching of Mathematics at Key Stage 3

### **MAIN DUTIES / RESPONSIBILITIES**

- To coordinate the teaching of Mathematics at Key Stage 3 - including supporting the transition from primary school
- To ensure that teachers are sufficiently resourced with key documents such as differentiated schemes of work/resources/texts
- To review syllabuses and changes and liaise with the Director of Mathematics to determine how changes affect the faculty
- To relay any changes in syllabuses to the department
- To assist in undertaking quality assurance: book checks, lesson observations, and lead moderation at key stage 3.

- To assist in monitoring student progress, data sources should be used to identify underperforming students and manage interventions, as necessary, to support these students
- To coordinate test papers for internal examinations
- To prepare/amend documentation to support the Director (including Department Handbook, Prospectus entries, etc.)
- To promote the sharing of good practices among the faculty
- To performance manage members of the department as required
- To deputise for the Director of Mathematics/Deputy Head of Mathematics as required
- Other reasonable duties as directed by the Director of Mathematics or Senior Leadership Team.

### **GENERAL**

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in Appraisal in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

### **OTHER REQUIREMENTS**

- To have an up-to-date Enhanced DBS Disclosure.

### **SAFEGUARDING**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be Initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder .....

Signature ..... Date .....

**PERSON SPECIFICATION  
KS3 MATHS LEAD**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
Qualified teacher status	X	
Degree or equivalent	X	
Evidence of recent professional development		X
<b>EXPERIENCE</b>		
Experience of successful Mathematics teaching at KS3 and KS4	X	
Experience of Mathematics teaching at KS5		X
Experience of a curriculum or pastoral management role		X
Experience of Line Managing staff		X
<b>SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
Ability to communicate effectively at all levels	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
Sound knowledge of KS3 and KS4 Mathematics curriculum	X	
Ability to use initiative and prioritise work and ability to work to deadlines	X	
Understanding the importance of Quality Assurance measures and of Quality Assurance indicators	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
<b>PERSONAL ATTRIBUTES</b>		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but to work independently when required	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Ability to motivate others and to be self-motivated	X	
Commitment to raising standards of behaviour through improved teaching and learning skills		X
Calm and organised approach to work including times when under pressure	X	

<b>SAFEGUARDING</b>		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

**The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.**