

Ysgol Clywedog

Deputy Subject Leader for Mathematics

Subject area responsibility Mathematics

TLR point 2C

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;

Please note not all responsibilities sit easily in the new TLR criteria headings and could appear under more than one criteria heading

Subject Specific Responsibilities

Teaching & Learning

- to raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress;
- to actively monitor and follow up student progress;
- in conjunction with the Teaching & Learning System Manager, foster and oversee the application of ICT;
- to be accountable for the development and delivery of your subject;
- to establish common standards of practice within the department and to develop the effectiveness of teaching and learning styles in all designated subject areas within the department;
- to monitor and evaluate the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria;
- to seek/implement modification and improvement where required;
- to make use of analysis and evaluate performance data provided;
- to identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary;

- to monitor student attendance, together with students' progress and performance in relation to targets set for each individual;
- to contribute to PSHE, citizenship and enterprise, all ex-curricular areas, according to school policy;
- to ensure the Behaviour Management system is implemented in the department so that effective learning can take place;
- to undertake an appropriate programme of teaching, in accordance with the duties of a standard scale teacher;
- to work with LT in order to ensure the department's teaching commitments are effectively and efficient timetabled and roomed;
- 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;
- to ensure that differentiated materials are produced to ensure the curriculum can be accessed by pupils of all abilities;
- to ensure all members of the department are aware of the pupils who have special educational needs and to contribute to the production and monitoring of IEPs and Annual Reviews;
- to provide guidance and support for staff in the department should issues of poor behaviour arise and to work with the pupil and teacher to implement strategies to improve pupil behaviour.

Expertise of Teachers Professional Skills and Judgement

- to support the subject leader and to deputise when and where appropriate;
- to develop and enhance the teaching practice of others;
- in conjunction with the Teaching & Learning System Manager, foster and oversee the application of ICT;
- to be accountable for the development and delivery of your subject;
- to seek/implement modification and improvement where required;
- to establish common standards of practice within the department and to develop the effectiveness of teaching and learning styles in all subject areas within the department;

- to monitor and evaluate the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria;
- to ensure the provision of an appropriate broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the governing body and Headteacher of the school;
- to lead the development of appropriate syllabus, resources and schemes of work, marking policies, assessment and teaching and learning strategies in the department;
- the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and resources;
- to work with LT to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs;
- to participate in the school's ITT programme;
- to contribute to the school procedures for lesson observation;
- to implement school quality procedures and to ensure adherence to those within the department;
- to ensure all members of the department are familiar with its aims and objectives;
- to work with other professionals and outside agencies to ensure all pupils are given every opportunity to succeed.

Lead, Manage and Develop a Subject Area and/or Pupil Development Across the Curriculum

- to be accountable for the development and delivery of your subject;
- to be accountable for student progress and development within the subject area;
- to be accountable for leading, managing and developing the subject/curriculum area;
- to make use of analysis and evaluate performance data provided;
- to identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary;

- to implement school policies and procedures e.g Equal Opportunities, Health & Safety, COSHH etc;
- to seek/implement modification and improvement where required;
- to implement school quality procedures and to ensure adherence to those within the department;
- to work with colleagues to formulate aims, objectives and strategic plans for the department, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school;
- to work with LT in order to ensure the department's teaching commitments are effectively and efficiently timetabled and roomed;
- to monitor and evaluate the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria;
- to help manage the business planning function of the department and to ensure the planning activities of the department reflect the needs of students within the subject area, whole-school plan and the aims and objectives of the school;
- to ensure that Health & Safety policies and practices, including Risk Assessment, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Teaching & Learning Support Manager;
- to liaise with LT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme, which complements the school improvement plan/school evaluation;
- to assist with curriculum development for the whole department;
- to keep up to date with national developments in the subject area and teaching practice and methodology;
- to monitor and support the overall progress and development of students within the department;
- to monitor student attendance, together with students' progress and performance in relation to targets set for each individual;
- to actively monitor and respond to curriculum development and initiatives at national, regional and local levels;
- to liaise with LT to maintain accreditation with the relevant examination and validating bodies;

- to be responsible for the development of Key Skills and Basic Skills within your subject;
- to ensure the development of your subject is in line with national developments;
- to undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated department;
- to ensure the effective operation of quality control systems;
- to establish the process of the setting of targets within the department and to work towards their achievement;
- to ensure the department's quality procedures meet the requirement of self-evaluation and the department and school development plan;
- to ensure the maintenance of accurate and up-to-date information concerning the department on the management information system;
- to produce reports on examination performance, including the use of value-added data;
- in conjunction with the link LT, to manage the department's collection of data;
- to provide the governing body with relevant information relating to the departmental performance and development;
- to contribute to PSHE, citizenship and enterprise, according to school policy;
- to ensure the Behaviour Management system is implemented in the department so that effective learning can take place;
- to ensure effective communication/consultation, as appropriate, with the parents of students;
- to liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies;
- to contribute to the school liaison and marketing activities e.g. the collection of material for press releases;
- to lead the development of effective subject links with partner schools and the community. Attendance, where necessary, at liaison events with partner schools and the effective promotion of subjects at Open Day/Evenings and other events;
- to actively promote the development of effective subject links with external agencies;

- to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records;
- 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.
- to act as a Form Tutor (as required) and to carry out the duties associated with that role, as outlined in the generic job description;
- to ensure all members of the department are aware of the pupils who have special educational needs and to contribute to the production and monitoring of IEPs and Annual Reviews;
- to provide guidance and support for staff in the department should issues of poor behaviour arise and to work with the pupil and teacher to implement strategies to improve pupil behaviour.

Impact on Educational Progress of Pupils, Other Than the Teacher's Assigned Classes

To support the Head of Department in the following areas:

- the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and resources;
- to effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio;
- to establish common standards of practice within the department and to develop the effectiveness of teaching and learning styles in all subject areas within the department;
- to monitor and evaluate the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria;
- to identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary;
- to seek/implement modification and improvement where required;
- to link with other subject leaders to ensure the work in the curriculum area fully reflects the school's distinctive ethos and mission;
- to implement school quality procedures and to ensure adherence to those within the department;
- to ensure the department's quality procedures meet the requirement of self-evaluation and the development plan;
- to work with LT in order to ensure the department's teaching commitments are effectively and efficiently timetabled and roomed;
- to ensure effective communication/consultation, as appropriate, with the parents of students;
- to be responsible for the efficient and effective deployment of the department's technicians/support staff (where applicable);
- to ensure the maintenance of accurate and up-to-date information concerning the department on the management information system;
- to participate in the interview process for vacant posts when required and to ensure effective induction of new staff, in line with school procedures;
- to be accountable for the development and delivery of your subject;

- to promote teamwork and to motivate staff to ensure effective working relations;
- to be responsible for the day-to-day management of staff within the designated department and act as a positive role model;
- to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records;
- to produce reports on the department as required e.g monitoring, development for LT and governing body;
- to ensure all members of the department are familiar with the subject's aims and objectives.
- to ensure the Behaviour Management system is implement in the department so that effective learning can take place;
- to play a full and active 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.
- to represent the department's views and interests;
- to ensure equal opportunities are provided for all pupils.

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 STPCB (School Teachers' Pay & Conditions book), 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 description;
- employees are expected to be courteous to all staff and provide a welcoming environment to visitors and telephone callers.

