



Sir Christopher Hatton

A Foundation School with Specialist Mathematics & Computing Status

Job Description: Leadership Team 2008-9

Name: *To be appointed*

Post title: Director of Mathematics (plus a whole school responsibility)

Leadership scale: L10- L14

Responsible to/reviewed by:

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document.

Key specific accountabilities:

Roles within the team are clearly defined in an annually reviewed table of accountabilities. These are subject to continued review and development to meet the changing needs of the school and the strengths of individual team members. The key tasks sought from the post holder in the school year will be derived from the School Improvement Plan, SEF, and other school priorities

Key Accountabilities for this post are:

- Performance of the Mathematics team of teachers
- Mathematics aspects of the Specialist School Status
- Standards and Achievement of all pupils in Mathematics
- Curriculum Leader general responsibilities (Strategic planning, Curriculum provision, Curriculum development, Staff development, Quality assurance, Management information and communications, Marketing and Liaison, Resources management)
- Whole school responsibility (to be decided).

Leadership Team Purpose

1. Have corporate responsibility for driving the development of the school and raising standards of achievement for all our pupils
2. Evidence the values and vision of the school in the behaviour of individual team members and the team as a whole.
3. Model best practice for the rest of the school through commitment, hard work, and mutual support.
4. Work together to maximise the leadership and management effectiveness of the team.
5. Demonstrate the school's commitment to the development of every individual.
6. Show trust in each other and agreement that debates and differences remain confidential within the team.
7. Value good communications with each other and the whole school community.

General responsibilities

All Leadership team members have the following as part of their job description as well as that specified in their key accountabilities:

- Formulating the aims and objectives of the school in partnership with the headteacher and other SLT members
- Working with others to create a shared strategic vision for the school which motivates pupils and staff
- Lead and manage the school in the areas of their responsibility with a focus on raising achievement.
- Have a determined focus on raising standards and pupil achievement in their link subject areas and year team by providing challenge and support
- Keep up to date and fully informed in their areas of responsibility.
- Keep team members informed of changes and developments nationally, locally, and within the school in their areas of responsibility.
- Consult and share ideas for development within the team.
- Support team members in decision making processes and sharing concerns.
- Monitor and evaluate the effectiveness of their areas of responsibility for internal and external accountability.
- Contribute to whole school monitoring and evaluation and the production of the SEF.
- Produce self evaluation documents and reviews for the Headteacher, Leadership team and Governing Body.
- Contribute to whole school improvement planning.
- Focus on teaching and learning as the core activity.
- Have high expectations of themselves, all staff and pupils.
- Establishing the policies through which the school's aims and objectives shall be achieved
- Produce and update relevant policy and procedures statements.
- Act as a link to designated curriculum area(s) and/or year group(s)
- Contribute agenda items to Leadership team meetings.
- Acting as co-ordinator/contributor to Governors sub committees as appropriate.
- Leading innovation as and when appropriate
- Any reasonable task required by the Headteacher or Governing Body.

Signed _____

Date _____