

CALDER HOUSE SCHOOL

Thickwood Lane, Colerne, Near Chippenham, Wiltshire, SN14 8BN

Job Title: Maths Subject Leader and Class Teacher

Reports to: Headteacher

Calder House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Maths Subject Leader Responsibilities:

Safeguarding:

- Safeguarding is everyone's responsibility at Calder House.
- Calder House expects all staff to play an active and vigilant role in safeguarding our pupils and identifying and reporting any concerns in line with the School's Child Protection policies and procedures.

Policy/Strategic direction and development

- Be responsible for the development and implementation of policies for the teaching of mathematics throughout the School, in order to optimise:
 - a) pupil progress and attainment;
 - b) staff understanding, skills and knowledge in the delivery of Mathematics.
- Develop and promote an accessible subject policy and action plan for Mathematics, and keep these under regular review to ensure that policy and planning take account of the school's changing needs and are appropriate to the full range of pupils' individual needs;
- Assist with the development and monitoring of policies and plans for the School as a whole to ensure that they take appropriate account of Mathematics.

Teaching and learning

- In accordance with school curriculum policy, determine Mathematics curriculum informed by current knowledge and best practice to develop the potential of all pupils;
- Formulate and revise schemes of work that are age/phase appropriate to ensure continuity and progression, and the development of cross-curricular links;
- Promote excellence and inspiration in learning and teaching by being the lead practitioner and leading by example; consult and advise colleagues in order to establish creative, responsive and effective approaches to the teaching of Mathematics;
- Monitor, evaluate and review classroom practice; celebrate excellence; advise and update the Head on progress of subject including under-performance of pupils and staff;
- Make effective use of relevant pupil assessment data to inform future teaching;
- Track pupil progress in Mathematics across the school and historically;
- Support staff and pupils to enable, challenge and support.

Relationships with Others

- Build effective partnerships with parents to ensure:
- A shared understanding between school and home about the subject, and how parents can support their child;
- Extra-curricular activities that enrich the timetabled curriculum experiences;
- Develop links outside the school in order to increase opportunities for sharing good practice, learning opportunities for pupils etc.

Training & development of self and others



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- Regularly review own practice, set personal targets and take responsibility for own development;
- Keep abreast of subject developments from a range of sources, in order to maintain best practice;
- Lead/co-ordinate/organise, (as appropriate) subject-related INSET initiatives to offer support, guidance, innovation and motivation to colleagues in the teaching of Mathematics;
- Pursue an active interest in Dyscalculia and the development of skills to teach pupils with this difficulty.

Management of resources

- Ensure that appropriate, well-maintained resources are available for the teaching of Mathematics and identify future subject-related resource needs and aspirations for consideration in the school budget planning process.

Monitoring, evaluation & assessment

- Monitor, assess and track pupil progress in Mathematics through a variety of strategies including the use of performance data, benchmarks and lesson observations, and produce reports as required;
- Participate in the school's monitoring and evaluation cycle, providing constructive feedback and targets in order to develop individual skills to teach Mathematics effectively.

General Requirements:

Teaching:

- Teach any part of the primary school curriculum including Spelling, Science and Foundation subjects across NC years 3- 7 as directed by the Headteacher;
- Act as a Form Teacher/Tutor, and offer pastoral support as well as teaching Reading and PSHRE to your Tutor group;
- Teach all pupils to the highest standard, and according to their educational needs, ensuring that they are well prepared for internal and external exams;
- Plan, prepare and mark class work, exams and homework in accordance with Calder House Marking schemes.

Assessments and Reports

- Assess, record and report on the development, progress and attainment of pupils;
- Follow the school reporting procedure and ensure that reports are written on time and to a high standard.

Other Activities

- Maintain a stimulating classroom environment including motivating and thought-provoking displays;
- Prepare for and attend parents' meetings;
- Attend INSET days, staff meetings and workshops as required;
- Participate in school arrangements for further training and development as a teacher, attending courses to refresh and enhance classroom skills;
- Contribute to the extra-curricular life of the school, including trips, activities, clubs and functions;
- Cover for absent colleagues, as directed;
- Enforce all school rules and the school code of conduct;
- Undertake any other reasonable duties as requested by the Head including playground duties.



- Contribute to the Annual Review process for pupils with EHCPs by providing advice on current attainment and progress against outcomes as specified in an EHCP.
- Contribute to the assessment of prospective pupils by administering maths assessment papers then writing a report and recommendations for the Headteacher and Registrar.

Educational Methods

- Use explicit differentiation through personalised resources and teacher interventions to deliver lessons appropriate to each child's needs using an appropriate multisensory approach and overlearning, whilst providing each child with appropriate challenges;
- Advise and co-operate with the Head and other teachers in the preparation, development and review of courses of study, teaching materials, teaching programs, methods of teaching and assessment of pastoral arrangements.

Discipline, Health and Safety

- Maintain order and discipline among the pupils and safeguard their health and safety in accordance with school policy, both when they are on the school premises and when they are engaged in authorised school activities elsewhere;
- Assist with the supervision of pupils outside lesson times including lesson change over and play times.

Administration

- Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the allocation of equipment and materials.

This job description should be seen as enabling rather than restrictive and will be subject to review at the end of the academic year, or earlier if necessary.

