**CURRICULUM TEAM LEADER (CTL) OF MATHEMATICS**

Job description:

* Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
* Ensuring that the maths curriculum is coherently sequenced across all key stages (3-4) and year groups (7-11), incorporates the National Curriculum programmes of study and meets the needs of all students including disadvantaged.
* Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
* Designing and monitoring assessments, including regular standardisation and moderation of student work to ensure that assessment processes are accurate, consistently applied and robust
* Ensuring that school policies are implemented within the maths department – including those relating to behaviour and safeguarding.
* Ensuring that the maths department’s self-evaluation is effective both in terms of staff performance and the academic standards reached.
* Producing the annual maths department Improvement Plan to address the priorities identified for further development.
* Ensuring, through regular quality assurance, that the quality of education in the maths department is effective and leads to good outcomes for all including disadvantaged students.
* Exemplify in own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the department.
* Managing the maths department and its resources, including the deployment of all staff, the appropriate delegation of tasks and the effective use of all resources.
* Ensuring that there is effective tracking of all students’ progress across each key stage so that through accurate identification, any underperformance is supported by effective interventions and/or adaptations to the curriculum, the impact of which is closely monitored.
* Ensuring that appropriate revision resources and interventions are in place to fully support each student in achieving their best possible outcome.
* Ensuring that all staff in the maths department follow the agreed performance management systems and that appropriate training is provided to meet identified needs. This includes the accurate and continuous evaluation of staff performance, and if necessary, following the capability procedure.
* Ensuring that all teachers of maths have opportunities for appropriate professional development.
* Assisting in the appointment of staff to the maths department as required.
* Ensuring that regular and appropriate homework contributes to learning, is monitored and quality assured regularly.

Accountable for

* The standards (this includes attainment and progress outcomes) reached by all students across Key Stages 3-4. This includes ensuring that regular data analysis occurs and that there is effective intervention in place to make sure those students who are underachieving make rapid progress to reach their target grades.
* The standard and quality assurance of teaching and learning throughout the maths department, ensuring that quality first teaching takes place in every lesson.
* Ensuring that the dialogue about and development of high-quality teaching and learning is at the forefront of everything the maths department does.
* Actively promoting interest in the subject outside the immediate physical and timetabled confines of the department.
* The effective and appropriate use of resources.

Expected to

* Have a highly competent understanding of what outstanding teaching and learning looks like. If required, the CTL maths will mentor and coach staff.
* Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students.
* Ensure the learning environment in the maths department is of a high quality and tidy and safe.
* Ensure that the maths department is represented on all relevant school working groups.
* Carry out regular learning walks and book checks to assist with quality assurance and in support of the department.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work to promote equality of opportunity for all students and staff, both current and prospective.
* Raise any concerns with their SLT line manager as necessary.
* Lead the staff within the maths department by example, with motivation and enthusiasm, on all new school initiatives.
* Attend all relevant meetings appropriate to the role, as specified by the school.
* Contribute to the school’s programme of extra-curricular activities.
* Carry out, following consultation, any other reasonable task determined by the Executive Principal.