

## Hadrian Learning Trust

### JOB DESCRIPTION

<b>Post Title:</b>	Maths Teacher and TLR Holder – KS5 Coordinator	<b>Director/Service/Sector :</b>	Children's Services
<b>Band:</b>	MPR/UPR	<b>Workplace:</b>	HMS and QEHS Part of HLT
<b>Responsible to:</b>	CL for Maths	<b>Date:</b>	January 2024
<b>Job Description Ref:</b>	HLT Maths TLR	<b>Responsibilities:</b>	Expectations in line with a TLR 2.1

#### Responsible for:

**Contact with young people:** This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

#### Job Purpose:

To carry out the responsibilities of a trust subject teacher with regard to the teaching standards, impact on progress and outcomes for your own students, whilst complying with whole school responsibilities in relation to health and safety and safeguarding. In addition, the following responsibilities outlined below apply to a TLR role.

<b>Resources</b>	<b>Staff</b>	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities in their classrooms.
	<b>Finance</b>	Orders and invoices, petty cash.
	<b>Physical</b>	Office equipment, accuracy and security of databases,
	<b>Clients</b>	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public external agencies).

#### Duties and key result areas:

To assist and support the work of the curriculum leader as follows.

- **Impact on educational progress beyond own students**  
In line with CL and departmental standards, work with the CL and staff to:
  - Set high expectations which inspire, motivate and challenge all students in the department
  - Meet departmental achievement targets and monitor progress against these targets, monitor the quality of planning, teaching, marking and assessment;
  - Monitor standards of behaviour and ensure school behaviour policies are followed;
  - Establish and lead evaluation strategies and contribute to school and department self-evaluation;
  - Plan and implement strategies for improvement
  - To assist the CL to establish the process of target setting within the department and to work towards the achievement of those targets.
  - To assist the CL in establishing and embedding common standards of practice within the department and develop the effectiveness of teaching and learning, in line with school policies.
  - To contribute where required, to the schools' procedures for Quality of Education.
  - To contribute where directed by the CL in the annual examination's analysis and department review as part of the school's self-evaluation cycle

#### Queen Elizabeth High School

Whetstone Bridge Road, Hexham, NE46 3JB  
T: 01434 610300 E: admin@qehs.net  
www.qehs.net

Executive Headteacher: Graeme Atkins  
Head of School: Neil Seaton

#### Hexham Middle School

Whetstone Bridge Road, Hexham, Northumberland NE46 3JB  
T: 01434 602533 E: admin@hexhammiddle.org.uk  
www.hexhammiddle.school.co.uk

Executive Headteacher: Graeme Atkins  
Head of School:



- **Role in Leading, developing and enhancing professional practice**

To work with the CL and Trust staff to:

- Support the CL to lead the department towards consistently “Outstanding” judgments for quality of teaching, progress in lessons and progress over time by;
  - o Developing schemes of work / organisation of learning
  - o Organisation of departmental moderation for assigned key stages
  - o Overview of examination entry
  - o Organisation of assessments (e.g. mock examinations)
  - o Embedding the elements of great teaching as defined by the Trust.
- To support the CL in reviewing specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Maintain and develop expertise and share this with others;
- Act as a role model of good classroom practice and model effective strategies;
- Ensure that all staff are aware of the inclusion needs of all students and groups and make provision for this in planning;
- Identify and promote effective and innovative teaching strategies;
- Plan and implement strategies for development/improvement;
- Participate in the recruitment and appointment of staff;
- Deploy staff effectively;
- Ensure that student teachers are supported effectively;
- To work to support the CL.
- To undertake performance reviews and to act as reviewer for a staff in the department.
- Assist the CL to make appropriate arrangements for classes when members of staff are absent, ensuring appropriate cover within the department, liaising with the CL.
- To actively participate in the recruitment process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- Where directed by the CL, participate in the school’s ITT programme and ensure their appropriate support for ITT students throughout the year.
- Where directed by the CL, be responsible for the day-to-day management of staff within the designated department.
- To support the implementation of school policies and procedures.

- **Role in Leading and managing curriculum development in Maths**

To work with the CL and Teaching staff to:

- Identify improvement issues;
- Plan and implement strategies for improvement;
- Co-ordinate CPD needs and activities;
- Evaluate the impact of improvement activities;
- Lead department intervention programmes for assigned Key Stage’s
- Build effective liaison with feeder middle schools;
- Build effective links with other partners and the local community;
- report to the CL /senior staff team on student performance, department planning and evaluation.
- To attend all CPD sessions during time allocated for whole school CPD.
- To attend all CPD sessions during time allocated for departmental CPD.
- To direct and support departmental colleagues’ professional development as it relates to maths provision.
- Under the direction of the CL ensure the delivery of an appropriate, comprehensive, high quality and



- cost-effective curriculum.
- To assist the CL, where directed in the development and delivery of the department's curriculum and assist with input into the development of intention, implementation and evaluation of impact.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To help co-ordinate and implement a rigorous intervention programme to ensure all students achieve their academic potential.
- To participate and help support a good range of extra-curricular opportunities is available at each key stage.
- To assist the CL with timetabling where directed.
- To support the CL in the development of effective subject links with partner schools and the community, attendance and where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events.
- Where directed by the CL, contribute to school liaison and marketing activities
  
- **Inclusion and Students Standards and Support**
  
- Where directed by the CL, take on the role of Department SEN representative, attending all SEN meetings as appropriate, and leading departmental SEN work.
- Contribute to each school's inclusion programme and other cross-curricular projects, according to school policy.
- Supporting the CL, ensure that all staff are aware of the inclusion needs of all students and groups and make provision for this in lesson and curriculum planning.
- Monitor student attendance together with students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that referral and follow-up procedures are adhered to and that appropriate action is taken where necessary
- Support the implementation of the Trust's Behaviour Management system so that effective learning can take place.

This generic job description will be accompanied by an annual, negotiated plan indicating the priorities and outcomes sought and based on the annual development planning process.

- **Whole School Responsibilities**
  
- Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school.
- Act as a role models to staff and pupils across the Trust.
- As required, support the Trust need for cross-school working.
- Provide advice and guidance to staff, pupils and others across the school as necessary
- Comply with and assist with the development of Trust policies.
- The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant polices in the terms of employment and service delivery to ensure that students and colleagues are treated and services delivered in a fair and consistent manner.
- Comply with Trust policies relating, (but not limited), to:
  - o Safeguarding and Child protection
  - o Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others.
  - o Data protection
  - o Confidentiality and data protection Reporting all concerns to an appropriate person.

○ Code of Conduct

- Attend and participate in meetings when directed.
- Participate in training and development as required.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as directed.
- Engage with Trust performance management processes.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the TLR has been established on this basis.

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 adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

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.

**Work Arrangements**

Transport requirements:	None
Working patterns:	Monday to Friday
Working conditions:	Office and Classroom based

**Work Arrangements**

Transport requirements:	Required to use own transport to travel within and out-with the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors; there may be occasions where you would be required to work at QEHS, Hexham Middle School or other school within the Trust

**PERSON SPECIFICATION**

Essential	Desirable	Assess by
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**Knowledge and Qualifications**

<ul style="list-style-type: none"> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As is an ability to fulfil all spoken aspects of the role with confidence through the medium of English.</li> <li>• Degree in relevant subject</li> </ul>	<p>Relevant post-graduate study or qualifications</p>	<p>(a), (t), (i)</p>
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<ul style="list-style-type: none"> <li>• DfE recognised teaching qualification such as a PGCE or equivalent.</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Successful track record of raising achievement and achieving outstanding outcomes for your own students</li> <li>• Recent and relevant experience of teaching at secondary level up to the age of 18</li> <li>• Recent experience of working in a good or outstanding school</li> <li>• Successful track record of raising achievement across a department and beyond your own classes</li> </ul>		(a), (i),
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Ability to inspire, motivate and challenge students</li> <li>• Outstanding teaching ability and developing leadership qualities.</li> <li>• Ability to plan meticulously and think strategically</li> <li>• Energy, imagination and vision</li> <li>• Ability to lead, inspire, motivate and challenge staff and set very high expectations for yourself, those you lead and the organization.</li> <li>• Ability to work as part of a high performing team</li> <li>• Ability to communicate effectively with students, parents and colleagues showing warmth, empathy, respect for others and professionalism at all times</li> <li>• Ability to have difficult conversations with students, staff and parents, and achieve the desired solution/outcome</li> <li>• Ability to work with students of all abilities to raise achievement</li> <li>• Up-to-date knowledge and understanding of the Maths curriculum, assessment, reporting and recording processes.</li> <li>• Knowledge and understanding of a high school curriculum and the ability to contribute to its development.</li> <li>• Commitment to non-selective, comprehensive, community education and willingness to contribute to the wider life of the school.</li> </ul>		(a), (i), (t)
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Contributes to the wider life of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates the drive and</li> </ul>	





<ul style="list-style-type: none"> <li>An able, dynamic &amp; outstanding teacher who is willing to contribute positively and imaginatively to the excellent traditions of the school and who will lead the drive to raise standards further in Maths and literacy.</li> <li>We are looking for someone with resilience and determination and the capacity to develop very quickly into a consistently outstanding middle leader.</li> </ul>	<p>ambition for further career progression as Curriculum Leader, Assistant Head and beyond</p>	<p>(i)</p>
<b>Other</b>		
<ul style="list-style-type: none"> <li>Evidence of continuous personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of learning beyond the work place</li> </ul>	<p>(a), (i)</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Please note that Recruitment and Selection records will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions.