



Assistant Curriculum Leader: Maths TLR 2a

Job Description & Person Specification

The Latin motto of the Marden High School community is **Carpe Diem!**

Which means: "Rejoice...seize the day; live life to the fullest; make the most of what you have."

So we will:

- Put the learning and progress of students first
- Inspire them to be happy, healthy, confident, unique and tolerant individuals who flourish and achieve
- Guide all of them to fulfil their potential academically, socially and spiritually
- Promote their responsibility and resilience, diligence and determination, independence and enterprise
- Encourage their originality and creativity
- Care for them in a safe and equal environment

We expect all educators at Marden to:

- Be committed to raising standards and continuous improvement
- Help fulfil the Every Child Matters outcomes
- Relate well to our students
- Put student needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be team players
- Communicate well
- Be positive and cooperative, especially in times of change
- Review what they do regularly
- Be punctual

...and always to support, implement and develop our House Style of teaching.

What Assistant Curriculum Leaders Do

Roles and responsibilities: assist the curriculum leader:

- To promote the highest possible standards of achievement
- To ensure that students achieve or exceed their targets
- To raise the quality of curriculum and teaching by defining and implementing appropriate improvement targets
- To lead, manage and develop staff and visitors who contribute to teaching

At Marden we believe that a good assistant curriculum leader:

- Helps make decisions for one reason : LEARNING
- Helps take responsibility for what happens in the subject
- Knows what is happening in the subject
- Knows what needs improving
- Helps create a culture where teaching and learning come first
- Helps lead staff through support and challenge
- Sets a professional example

A good assistant curriculum leader must assist the curriculum leader with:

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- clear, written aims, plans and objectives
- an agreed RAP
- agreed schemes of work which include all students
- an agreed SEF evaluating strengths and weaknesses
- high quality assessment and feedback
- clear, simple records on pupils' progress
- analysis of standards and how well different groups are doing
- regular, minuted meetings
- planned professional development
- well deployed resources, including support staff
- Plentiful, accessible and high quality resources, often available on the learning platform

Key Criteria	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> ● Qualified teacher status ● Substantial recent training in relevant areas 	<ul style="list-style-type: none"> ● Willingness to undergo further training and development ● Leadership training ● Teaching and learning styles training 	Application
Experience	<ul style="list-style-type: none"> ● Objective data based evidence of securing better than expected pupil progress in maths teaching ● Objective evidence of the use of high quality data analysis in impacting on and improving learning and progress in maths teaching 	<ul style="list-style-type: none"> ● Objective data based evidence of leading or co-leading a significant improvement in final outcomes at GCSE at subject level ● Objective evidence of the use of high quality data analysis in impacting on and improving learning and progress ● Participation in a successful initiative to improve teaching and learning 	Application/ references
Competence	<ul style="list-style-type: none"> ● Clear understanding of the impact good Maths teaching on personal and academic development ● Good/outstanding standard of classroom practice, evidenced by lesson observations and pupil data ● Very effective time management and organisational skills ● High skill in behaviour management ● Good level of ICT literacy ● Very effective communication in speech and writing ● Good understanding of safeguarding 	<ul style="list-style-type: none"> ● Delivery of staff training ● Monitoring and evaluation ● Strategic planning ● High level of understanding of teaching and learning and AFL ● Ability to help create simple, effective systems which aid consistency 	Application/ lesson observation/ presentation/ interview
Personal qualities	<ul style="list-style-type: none"> ● Core values are consistent with those of Marden High School ● Passionate about maths ● Positive attitude, even at times of change and challenge ● Flexibility ● Team player ● Insightful ● Reflective 	<ul style="list-style-type: none"> ● Prepared to “go the extra mile” ● Aspires to subject leadership and above 	Interview/ presentation/ references
Other requirements	<ul style="list-style-type: none"> ● Good record of attendance ● Smart appearance 		Interview/ references