

Job Descriptions for Learning Areas: Mathematics and ICT

<b><u>Learning Director (TLR1)</u></b>	<b><u>Head of ICT/ Head of Middle School Mathematics/ Head of Senior School Mathematics (TLR2)</u></b>	<b><u>Head of Phase ICT/ Curriculum Development Mathematics (TLR3)</u></b>
Leading the Learning Area in developing and improving teaching and learning	Leading the subject area in developing and improving teaching and learning	Leading the phase in developing and improving teaching and learning through the development of the curriculum
Supporting student development and achievement within the Learning Area	Supporting student development and achievement within the subject area	Supporting student development and achievement within the phase
Leading, developing and supporting a productive, positive and effective team of staff		
Monitoring and evaluating the quality of teaching and learning at all levels within the Learning Area according to agreed school expectations	Monitoring and evaluating the quality of teaching and learning within the subject area according to Learning Area expectations	Monitoring and evaluating the quality of teaching and learning within the phase according to Learning Area expectations
Developing and evaluating the vision, priorities & goals for the Learning Area Plan to support the School Development Plan; implementing this Plan	Contributing to, supporting and implementing the Learning Area Plan for specific subject or phase	
Managing the School Performance Management system for the Learning Area, completing Performance Management interviews as required	Supporting the School Performance Management system for the Learning Area, completing Performance Management interviews as required	
Communicating effectively and efficiently within the Learning Area and with others in the school and its community		
Developing a meeting structure for the Learning Area. Running effective meetings and providing agendas and minutes of these meetings	Running effective meetings and providing agendas and minutes of these meetings. Attending Whole School and Learning Area Meetings as required	
Developing and Implementing agreed school policies; actively promoting a whole school vision	Implementing all agreed school policies and actively promoting a whole school vision	
Working with the Leadership Team to innovate, develop and implement whole school priorities	Working as appropriate within the Learning Area to innovate, develop and implement whole school priorities	
Enabling, supporting and managing the work of all support staff attached to the Learning Area	Managing the work of support staff attached to the subject area	Managing the work of support staff attached to the subject area
Involving the Vice Principal linked with the Learning Area of all relevant issues	Informing the Learning Director of all relevant issues	
Coordinating & monitoring co-curricular activities provided by the learning area and by individuals within the learning area		
Identifying and planning professional development and in-service training for and by staff within the Learning Area and across the school	Identifying staffing needs, professional development, and planning in service training for subject teachers in the subject area	Identifying staffing needs, professional development, and planning in service training for subject teachers in the subject area

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Leading and managing a team of postholders and teachers in Mathematics and ICT	Leading and managing a team of teachers in the subject area	Leading and managing a team of teachers in the subject area
Managing and developing the curriculum through regular review of schemes of work: developing use of the IB Learner Profile		
Ensuring that students' work is regularly assessed and the assessments recorded; developing Assessment for Learning		
Analysing and evaluating examination results and reporting outcomes to senior leaders in the school and the School Council as appropriate;	Analysing and evaluating examination results in subject area and reporting outcomes to the Learning Director	Providing data about examination performance for analysis and evaluation (ICT)(Post 15)
	Integrating ICT into schemes of work	Integrating ICT into schemes of work
Supporting liaison with partner primaries and inducting new students into Mathematics and ICT	Liaising with partner primaries and inducting new students into Mathematics & ICT (Pre 15)	Liaising with partner primaries and inducting new students into Mathematics & ICT (Pre 15)
Monitoring the physical environment of Mathematics and ICT and reporting issues of concern to Business Manager		
Liaising with the timetabler regarding the deployment of staff in Mathematics and ICT	Liaising with the Learning Director regarding the deployment of subject staff	
Liaising with the Examinations Officer concerning examination entries and related matters including counselling of candidates	Liaising with the Learning Director concerning examination entries and related matters including counselling of candidates	
Prioritising, planning and managing resources in Mathematics and ICT. Delegation of funds to meet Learning Area priorities.	Planning and managing resources. Efficiently manage delegated spending according to school policies	
Taking responsibility for academic standards within Mathematics and ICT	Taking responsibility for academic standards within the subject area	
	Leading and actively promoting whole school developmental work on Numeracy (Pre 15)	
<b>Supported by</b>		
Additional non contact time (12 periods per 50 period cycle)	Additional non contact time (6 periods per 50 period cycle)	Additional non contact time (4 periods per 50 period cycle)
Clerical Support		
INSET as required and identified through performance management		
<b>Accountable to:</b>		
The School Principal through the Vice Principal in charge of Mathematics and ICT	The School Principal through the Learning Director	The School Principal through the Learning Director