

<b>Post title</b>	Lead Teacher of Year 12 (0.8 - 1 FTE)
<b>Responsible to</b>	Headteacher(s)
<b>Salary range</b>	Main/UPS + TLR

### Role outline

The Lead Teacher of Year 12 will be responsible for pastoral care of Year 12 students at Surrey Maths School (SuMS). The postholder will be responsible for supporting Year 12, managing behaviour and welfare, overseeing attendance and punctuality, and leading the PSHEE programme. This is an excellent opportunity to shape and develop a middle leadership role with the very first cohort of SuMs students.

### Responsibilities

#### Behaviour and welfare

- a. Plan and implement an induction programme for Year 12.
- b. Accountable for day-to-day behaviour and welfare of the students.
- c. Monitor attendance and punctuality using the school's MIS systems.
- d. Implement strategies to secure outstanding standards of behaviour, attendance and punctuality, reporting to the Headteacher(s) as required.
- e. Ensure sufficient support is in place for students who require specific academic or pastoral support or those from disadvantaged backgrounds, liaising with the SENDCO, tutors and LT of Future Pathways.
- f. Develop the schools praise and sanction programme.
- g. Oversee proactive and reactive communication between school and home for students in their care, including on matters of progress.
- h. Work with the DSL as a member of the safeguarding team with a focus on students in Year 12.

#### Tutor programme and PSHEE

- a. Manage the work of tutors through regular meetings and CPD sessions to ensure they are well placed to support the development of their tutees.
- b. Develop a PSHEE programme (including resources) which generates enthusiasm for the subject, ensuring tutors are supported to deliver outstanding sessions.

#### School wide

- a. Manage the school assembly programme and House events for students throughout the year.
- b. Oversee the development of clubs and societies.

#### Classroom teacher

- a. Teach one of the core subjects of the school (mathematics and further mathematics, physics, chemistry, computer science or economics) and/or on the problem solving or challenge programmes (separate job descriptions are available).
- b. Actively promote equity and diversity through the planning and delivery of inclusive lessons, in line with the school's values.

#### Other

- a. Take on any other reasonable responsibilities as directed by your line manager.
- b. Be an active and positive member of the school community as outlined in the SuMS Information Pack.
- c. Contribute to whole school activities and the smooth running of the school such as by undertaking the role of tutor and delivering PSHEE, providing cover for absent colleagues, undertaking duties and invigilation support as needed.

Person Specification These will be assessed through the application form, the interview process and references.	Essential	Desirable
<b>Education/qualification and training</b>		
2:1 or higher degree in a subject closely related to the one being taught	X	
Qualified Teacher Status	X	
Evidence of further professional development		X
<b>Experience</b>		
Recent teaching experience of teaching a core subject to 16-19 year olds		X
Pastoral experience in a school environment		X
Recent experience of working in a safeguarding role in a school or other environment		X
Relevant leading whole-school projects e.g. assemblies		X
Relevant experience of managing a team		X
Relevant experience of developing a programme of learning/curriculum from scratch		X
<b>Knowledge and Skills</b>		
Inquisitive and thoughtful self-reflection	X	
Effective interpersonal skills and the ability to create positive connections with students, staff, and external stakeholders	X	
Able to communicate effectively both verbally and in writing	X	
Well organised and able to prioritise tasks	X	
Proficient IT skills and a willingness to learn new systems quickly	X	
Capacity to take on board constructive feedback and use it to develop	X	
Knowledge of the needs of SEND students		X
<b>Personal qualities</b>		
Commitment to the vision, mission and values of SuMS	X	
Commitment to the outreach programme	X	
Capacity to take the initiative and to innovate	X	
Ability to work constructively with others both inside and outside of the school	X	
A genuine interest in the welfare of students, the desire to support their transition into the next phase of their lives	X	
Commitment to promoting justice, equity, diversity and inclusion	X	

**Surrey Maths School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.**

The job description above should be read in conjunction with the details laid out in the school information pack. Whilst every effort has been taken to explain the core responsibilities of the role, it is impossible to list all individual tasks in the context of a brand-new school.

As the post-holder and school both develop, there will inevitably be some changes to the duties for which the post is responsible. This is the nature of an expanding school and part of what is exciting about the project, so we hope that the post-holder would be happy to adopt a flexible approach to work. Any necessary training and support will be provided by the school.

