

## GARTH HILL COLLEGE JOB DESCRIPTION

**POST:** NUMERACY & STEM AND LEAD  
**RESPONSIBLE TO:** ASSISTANT PRINCIPAL / HEAD OF SCHOOL  
**SALARY:** TLR2b

**JOB PURPOSE:** To lead on the College's numeracy and STEM work in and across the college community, including community partnership work and outreach with other local schools and organisations.

**LIAISON:** College's Marketing and Communication Officer, Heads of School and CTLs, Assistant Principal (i/c Primary Transition), local businesses and organisations etc.

### MAIN RESPONSIBILITIES

1. To lead the planning and delivery of numeracy and STEM related learning across the college curriculum, working closely with the College's leaders (including SENCOs, CTLs and subject leaders) and teachers.
1. To organise numeracy and STEM enrichment activities and ensure engagement and participation from all pupils, especially from key disadvantaged pupil groups (eg. PPG and SEND).
2. Secure and account for development and progress of numeracy and STEM across the whole college. *Be responsible for development plan/s, set targets, monitor and review progress towards these targets.*
3. To evaluate the success and impact of such activities, including particularly focus on pupil voice.
4. Assist parents/carers and their children in the development and/or awareness of numeracy skills (ie. running workshops, promotion through various College media etc.).
5. To raise the profile and information share with pupils, parents/carers, and staff of STEM related careers and further education opportunities.
6. Develop and maintain an up-to-date knowledge and understanding of STEM / numeracy provision and outcomes across the curriculum.
7. To develop a bank of resources for use across the curriculum to support colleagues in meeting the learning needs of all pupils.
8. To keep up to date with latest developments, relevant national and local initiatives, attending appropriate INSET as required, and disseminating this to colleagues.
9. To lead delivery of professional development and INSET, including supporting, coaching and mentoring colleagues in the use of teaching strategies and resources.
10. Other reasonable duties as requested by the Principal.
11. To produce regular reports and updates to SLT, Governors and the College community on the enrichment and outreach work in relation to key responsibilities and how this contributes to pupils' participation, outcomes, achievement and enjoyment.
12. To work in close liaison with the College's Marketing and Communications Officer to support relevant showcase events and to celebrate, market and profile of numeracy and STEM enrichment and outreach work in the Garth Hill and wider community (eg, website, social media).
13. To promote numeracy and STEM across the College and wider community.
14. Undertake any other projects / tasks as reasonably directed by the Principal, as well as carry out work in the areas of responsibility stated below.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

### NOTES

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Employee

Principal

Date

Date