



# Job Description

<b>Job Title</b>	<b>HEAD OF MATHEMATICS</b>
<b>Reports to</b>	Headteacher
<b>Job Purpose</b>	The Head of Mathematics is accountable for the efficient and effective running, leadership, development and performance of the Mathematics Department. They are responsible for supporting all members of the Department in their responsibilities and ensuring the delivery and sustainability of effective teaching and learning.
<b>Responsibilities</b>	<p><b>Strategic Direction and Development</b></p> <ul style="list-style-type: none"><li>• To provide strategic direction for the Mathematics Faculty</li><li>• To lead, develop and enhance the teaching practice of all teachers of mathematics, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject</li><li>• Analysis of school and national data to effectively identify areas of strength and areas for development in the Department that will inform interventions, targets and teaching methods</li><li>• Contribute to the school's robust approach to quality assurance by observing lessons, taking part in learning walks and monitoring the quality of marking</li><li>• Monitor and evaluate progress towards targets from the Department Development Plan within the context of the School Improvement and Development Plan</li><li>• Attending middle leader and all other relevant meetings</li><li>• Attending regular one to one meetings with the Headteacher to review progress towards targets.</li></ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"><li>• To be accountable for the highest standards of teaching, learning and student achievement in the Department and working with the Department to review the quality of teaching and learning on a regular and systematic basis</li><li>• Ensure curriculum coverage (by schemes of work and specifications), continuity and progression for all students including those of high ability and Special Educational Needs &amp; Disabilities</li><li>• Ensure that Department teachers carry out assessment, recording and reporting consistently and in line with school and department policies and act where there are concerns</li><li>• Evaluate the quality of teaching (through lesson observations, learning walks and drop ins) in the Department and act to secure improvements where necessary</li><li>• Bring innovative teaching and learning practices to the school, including keeping abreast of subject developments</li><li>• Engage with school-wide learning initiatives and lead these in the Department</li><li>• Following each assessment cycle, review assessment data and coordinate any necessary action across the Department, and identify appropriate interventions for students</li><li>• Establish the highest expectations of achievement and behaviour of students by teachers. Ensure that outstanding behaviour for learning is supported through effective and consistent use of school policies</li></ul>

- Liaise effectively with the Examinations Office, to support internal exams and ensure all public exam entries are made in line with deadlines
- Organise curriculum enhancement events that raise the profile of mathematics across the school, in line with the school's emphasis on extra and super curricular provision.

#### **Leading and Managing Staff**

- Establish constructive working relationships among Department staff, devolving responsibilities and delegating tasks as appropriate
- Participate fully in the school's Professional Review process, including undertaking honest conversations with your Department to ensure a supportive and thorough process
- Hold regular, well-structured meetings with the Department to encourage effective communication
- Ensure that Department staff meet reporting, recording, and other Department and whole school deadlines and act when this is not the case
- Mentor and support colleagues in encouraging their professional development
- Ensure all Department staff engage with LSAs and other relevant colleagues to support student progress.

#### **Effective and Efficient Deployment of Staff and Resources**

- Encourage your Department to make full use of their classrooms to create an effective, orderly and stimulating teaching environment
- Maintain existing resources and explore opportunities to develop or incorporate new resources, keeping finances in line with allocated budgets
- Establishing staff and resource needs and preparation of teaching groups to ensure the best use of staff expertise via timetable allocations
- Ensure that there is a safe teaching and working environment in which risks are properly assessed across the faculty, ensuring the Head of Site & Services is informed of any areas of concern.

#### **Teaching Duties**

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach mathematics at all levels
- To plan teaching to achieve progression in students' learning in line with agreed expectations/targets
- To establish and maintain a purposeful working atmosphere which supports learning
- To set homework and mark in line with school and Department policies
- To assess, record and report on students' progress
- Attend and contribute to all relevant meetings and to assist with the implementation of area improvement plans
- To communicate and consult with parents of students as necessary, (including telephone calls, emails, meetings, parental meetings etc)
- To exploit opportunities to improve both disciplinary and wider literacy
- To participate in staff development opportunities and accept responsibility for own professional development
- To prepare students for examinations and participate in examination arrangements
- To carry out the role of form tutor as required.

#### **General**

- To participate in the Professional Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	<ul style="list-style-type: none"> <li>• The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.</li> </ul>

**This role is subject to a six month probationary period**

This job description is current, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: ..... Date: .....  
Employee

Signed: ..... Date.....  
Line Manager

