



## The King's School Job Description

### HEAD OF DEPARTMENT – MATHEMATICS

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying maths, in accordance with the aims of the school and the curricular policies determined by the Board of Trustees and Headteacher.</li> <li>To act as a Curriculum Lead and be responsible for leading and developing maths.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To support the development of numeracy across the curriculum.</li> <li>To monitor and support the overall progress and development of students within the maths department and as a Form Tutor as required.</li> </ul>
<b>Reporting to:</b>	Headteacher / relevant SLT
<b>Responsible for:</b>	The provision of a full learning experience and support for students
<b>Liaising with:</b>	Headteacher / SLT, teaching staff, relevant support staff, external agencies and parents
<b>Working time:</b>	195 days per year. Full time (1265 hours directed time)
<b>Salary/Grade:</b>	TLR 1b (£10,199)
<b>Disclosure level:</b>	Enhanced
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies in maths.</li> <li>The day-to-day management, control and operation of the department provision.</li> <li>To lead the monitoring and following-up student progress in maths.</li> <li>To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, DDA, Health and Safety, etc.</li> <li>To work with colleagues to formulate aims and objectives for the maths department which have coherence and relevance to the needs of students and to the aims and objectives of the school.</li> <li>To manage the delegated budget of the maths department, to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>To liaise with the SLT to ensure the delivery of an appropriately ambitious, comprehensive, high quality and cost-effective curriculum that complements the school's strategic objectives.</li> <li>To construct a maths curriculum that is planned and sequenced towards culminating in sufficient knowledge and skills for future learning and employment.</li> <li>To oversee the planning of the maths department's extra-curricular offer to ensure there are opportunities for students to develop the cultural capital that comes from studying mathematics.</li> <li>To ensure students are prepared thoroughly for the public examinations for which they are entered.</li> <li>To lead the effective targeting of appropriate student interventions in maths to support student progress.</li> </ul>



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<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>▪ To support curriculum development within the whole department which enables the school to meet its curriculum intent in mathematics.</li> <li>▪ To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>▪ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>▪ To liaise with the SLT to maintain accreditation with the relevant examination and validating bodies.</li> <li>▪ To work closely with other Heads of Department, especially those in English and Science, to ensure that the best practice in the delivery of the curriculum is shared across the school.</li> </ul>
<b>Staffing</b>  <b>Staff Development</b>  <b>Recruitment / Deployment of Staff</b>	<ul style="list-style-type: none"> <li>▪ To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>▪ To contribute to the appraisal process and act as an appraiser for a group of staff within the maths department.</li> <li>▪ To promote teamwork and to motivate staff to ensure effective working relations, leading regular department meetings as necessary.</li> <li>▪ To ensure the effective and efficient deployment of classroom support.</li> <li>▪ To participate in the school's teacher training programme.</li> <li>▪ To ensure that all members of the team take part fully in INSET and CPD opportunities.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>▪ To assist in the process of the setting of targets within maths and to work towards their achievement.</li> <li>▪ To help to establish common standards of practice across maths and develop the effectiveness of teaching and learning styles.</li> <li>▪ To participate in the monitoring and evaluation of maths in line with agreed school and external assessment procedures, including evaluation against quality standards and performance criteria – providing a regular self-assessment of the maths department, and a development plan, to the Senior Leadership Team and Trustees.</li> <li>▪ To seek and implement modification and improvement where required within maths.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>▪ To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>▪ To assist in the use of analysis and evaluation of performance data.</li> <li>▪ To ensure the department produces reports within the quality assurance cycle.</li> <li>▪ To assist in the production of reports on examination performance, including the use of value-added and progress data, and students' target grades.</li> <li>▪ To ensure the department accurately identifies and communicates appropriate exam entries.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>▪ To ensure that all members of the department are familiar with its aims and objectives.</li> <li>▪ To ensure effective communication as appropriate with the parents of students.</li> <li>▪ To liaise with partner schools, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>



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<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>▪ To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>▪ To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools, and the effective promotion of subjects at Open Days/Evenings, Awards Evenings, and other events here and in partner schools and the wider community where necessary.</li> <li>▪ To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>▪ To identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>▪ To co-operate with other departments to ensure sharing and effective use of resources to the benefit of the school and the students.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>▪ To monitor and support the overall progress and development of students within the department.</li> <li>▪ To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>▪ To act as Form Tutor when required and carry out the duties associated with the role.</li> <li>▪ To contribute to careers and enterprise as required.</li> <li>▪ To assist in the consistent implementation of the school's behaviour management policy within the department so that effective learning can take place.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>▪ To undertake an appropriate programme of teaching in accordance with the duties of a Head of Department.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>▪ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	