

## JOB DESCRIPTION

### HEAD OF MATHEMATICS DEPARTMENT

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**Responsible to: Headteacher through Leadership Team Link**

**Remuneration: TLR 1B**

**Job Purpose:** To support the Headteacher and Leadership Team in raising aspirations and securing high academic standards in Chenderit School by providing professional leadership, management, development and strategic thinking to the department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all.

**Roles and Responsibilities:** The Head of Department will report to the Headteacher through the Leadership Team Link and will work in close collaboration with other senior leaders within the school. The postholder will understand the strategic aims and objectives of the school and will work to ensure that these are met effectively within the department and delivered to all key stakeholders. In addition, the Head of Department will be expected to ensure that all policies and procedures are administered and implemented effectively in the department. The Head of Department will occupy an influential position in the school and will support the Headteacher and the Leadership Team in shaping leadership and management and teaching and learning within the school. The Head of Department will be a lead professional and a significant role model within the school community. The values and ambitions of the Head of Department will determine the achievements of the department and the Head of Department will be accountable for the education of current and future generations of children within the Maths Department. The Head of Department will lead the professional conduct and practice of teachers by example and in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. The Head of Department will secure a climate for the exemplary behaviour of students and will set standards and expectations for high academic outcomes within the department, recognising differences and respecting cultural diversity within contemporary Britain. The Head of Department will ensure the effective deployment of resources including teaching and support staff; monitor the Maths budget to ensure no overspends and ensure all aspects of health and safety within the department are in place.

**Duties:** The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document. It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. The Teachers' Standards (2011, as amended), including the Personal and Professional Code of Conduct which applies to all teachers, will also provide a foundation upon which this job description is built.

#### **Key Objectives:**

##### **A. Qualities and Knowledge**

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the students in the Maths department at Chenderit School.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards the students and staff in the Maths department at Chenderit School, and towards parents, governors and members of the local community.

3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of teaching (of the subjects within the department) locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on Chenderit School's vision, ably translating local and national policy into the department's context.
6. Communicate compellingly the department's vision and drive the strategic leadership, empowering all students and staff to excel.

## **B. Students and staff**

1. Demand ambitious standards for all students within the department, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
2. Secure excellent teaching within the department through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
3. Establish an educational culture of 'open classrooms' within the department as a basis for sharing best practice within and between departments, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported within the department to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning for the department and the wider school.
6. Hold all staff to account within the department for their professional conduct and practice.

## **C. Systems and Process**

1. Ensure that the department's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all students and staff within the department, focused on safeguarding students and developing their exemplary behaviour in school.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand the successes and areas for development of the Maths department through biannual meetings with the Link Governor.
5. Exercise strategic, curriculum-led financial planning within the department to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability.
6. Distribute leadership throughout the department, forging a team of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

## **The Self-Improving School System**

1. Support the Headteacher and the Leadership Team in creating an outward-facing school which works with other schools and organisations (e.g. through the SWAN Partnership; with Primary Partners to support the transition process) - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students within the Maths Department.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students within the Maths Department.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving Maths Department.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff within the Maths Department.
5. Model entrepreneurial and innovative approaches to Maths improvement and leadership, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond the Maths Department - to believe in the fundamental importance of education in young people's lives and to promote the value of the subjects within the department.

## **Other Duties and Responsibilities**

- Ensure that strategies in support of outstanding Quality of Education (Ofsted) are embedded.
- Implement 4i analysis (information → issues → intervention → impact) following each data collection, particularly ensuring that interventions lead to impact for all groups of students.
- Oversee the setting of rigorous and purposeful homework and ensure that marking, assessment and feedback are timely, diagnostic and constructive.
- Oversee the management of all relevant paperwork for examinations.
- Embed accurate moderation and standardisation processes across the department.
- Create and follow a rigorous calendar of Monitoring, Evaluation and Review activities.
- Lead Department Meetings.
- Produce Exam Analysis Reports, Annual Action Plans and Self-Evaluation Reports for Mathematics with in-year updating.
- Act as a tutor as part of the school's pastoral structure.
- Attend and contribute to the Middle Leaders' meetings (Curriculum) as per the Calendar.
- Attend Governors' Meetings as requested.
- Attend Governors' Link Meetings biannually.
- Attend Leadership Team Link Meetings.
- Take an active role in Department Team Reviews and work scrutinies, as and when necessary.
- Contribute to SIM, as required.
- Contribute to whole school CPD.
- Contribute to Keep In Touch weekly newsletter.
- Participate in other Leadership and Management duties, as required.
- Contribute to the school's website and other publications.
- Participate in the school's appraisal/performance management processes, as required

- Quality assure the above arrangements.
- Undertake any other reasonable request by the Headteacher.

Signed ..... Dated .....  
(Post holder)

Signed ..... Dated .....  
(Line Manager)