

POST: Head of Mathematics
TLR ALLOWANCE: TLR 1
RESPONSIBLE TO: SLT Line Manager

JOB DESCRIPTION

Management responsibilities

1. To ensure the college's Mathematics curriculum enables all our students to achieve to the very best of their ability
2. To secure and sustain high quality teaching, learning and assessment in mathematics
3. To organise the effective grouping of students and allocation of classes to teachers
4. To routinely undertake self-evaluation of the performance of the department and use this to inform improvement planning and guide short and medium-term decisions.
5. To ensure that the schemes of work and resources used for the teaching of mathematics are high quality, appropriate and accessible and secure good progress for students of all abilities and backgrounds
6. To ensure consistent record keeping and data analysis across the department in order to identify and intervene to address underachievement of individuals or identified groups
7. To liaise with the Mathematics departments of our partner middle schools to ensure curriculum continuity and effective transition
8. To use department meetings effectively
9. To support the professional development needs of members of the department and support the development of new and student teachers where relevant
10. To work with staff, students and parents and use the college's systems to manage student behaviour and to reward effort and achievement in the department
11. To promote Mathematics and to maintain a high profile for the subject and the department in the college
12. To line manage members of the department

13. To represent the Mathematics Department at meetings inside and outside the college
14. To liaise with key staff such as the SENCO, Exams Officer, the Pastoral Team and SLT to ensure that the needs of students are best met and the department contributes towards the smooth running of the college
15. To manage the department's budget
16. To ensure the department offers a good range of extra-curricular activities
17. To oversee the day to day work of the Mathematics Department including ensuring cover work is set if required

General responsibilities as a teacher

1. To plan, prepare and deliver high quality teaching, learning and assessment which is appropriate and accessible and for students of all abilities and backgrounds, in line with the department's schemes of work.
2. To encourage students to achieve the highest standards of work possible.
3. To secure a calm purposeful learning environment in lessons, making use of the college's behaviour procedures to do so and liaising with other staff and parents as required.
4. To ensure that the learning environment is well organised and well presented.
5. To assess students' work in accordance with the college's assessment procedures.
6. To record data, monitor progress and to complete reports and references as required.
7. To contribute to the production of appropriate department schemes of work and teaching materials.
8. To take pastoral responsibility for a tutor group under the guidance of a Head of House, promoting students' progress and wellbeing and contribute fully to the life of your House.
9. To participate in staff and departmental meetings and professional development as appropriate.
10. To attend Parent Consultation Evenings and to communicate with parents when appropriate.
11. To attend assemblies.
12. To participate in professional development and training as required.
13. To participate in performance management.
14. To share in supervisory and general duties during the working day.
15. To invigilate internal examinations.
16. To occasionally cover classes for absent colleagues in accordance with the College's policy on staff cover.

17. To undertake any duties which the Headteacher may from time to time reasonably require.

The above responsibilities are subject to the general duties and responsibilities contained in the Conditions of Employment of school teacher.

PERSON SPECIFICATION

You will

- have some experience of leadership within a Mathematics department
- be committed to comprehensive state education and the entitlement of all students to succeed;
- be enthusiastic and able to make teaching and learning in mathematics exciting, enjoyable and accessible to all students;
- have your own vision for the department, be able to use your own judgement in making decisions consistent with this vision, share it with the department;
- be experienced and successful in teaching mathematics at GCSE and A level.
- Be able to support students wishing to make Oxbridge and Russell Group university applications
- be knowledgeable about developments in the teaching of mathematics;
- be able to lead, coach and support others in the teaching of mathematics;
- be able to establish clear expectations, and constructive working relationships amongst staff and students.
- be able to lead and motivate a team;
- understand how self-evaluation can be used to bring about departmental improvement;
- be able to analyse results, draw conclusions from your analysis and action plan accordingly;
- have good ICT skills;
- be hard working, well organised, efficient and able to delegate both in order to manage your workload and also to distribute leadership and support professional development;

- be able to prioritise and manage immediate, short-term and medium-term tasks, issues and deadlines;
- be a good communicator;
- have a high level of emotional intelligence and resilience and be able to manage and prioritise your own time and energy;
- be excited by opportunities to learn from colleagues, and also to share your expertise with them;
- be committed to your own professional development and able to lead the professional development of others in and beyond your department;
- be committed to the wider education of students in the college;
- be willing to support the wider life of the college;
- be interested in young people as individuals and enjoy working with them.

January 2022