



Holy Trinity Catholic School
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JOB DESCRIPTION – Head of Department (Mathematics)

Purpose:	To lead the strategic development of Mathematics across all year groups, ensuring a shared
Responsibilities:	Teaching, learning and assessment in the classroom.
Liaising with:	Teachers, Heads of Departments, Heads of Year.
Teaching responsibilities:	- Set clear objectives and plan for and teach across the whole age and ability range for an appropriate proportion of the week. - Set high expectations for student behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences. - Use data to plan lessons and learning materials to motivate and support all students to make at least good progress. Due to the number of children in Holy Trinity who speak English as an additional language, every teacher will be expected to be a literacy teacher, and consider literacy within their subject. - Use ICT and other technologies and learning resources as learning tools to inspire and motivate learners.
Assessment, recording and reporting:	- Mark, assess and return students' work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement. - Use data and teacher records to set aspirational targets and plan challenging activities. - Set and mark examinations assessments and coursework as assigned by the Senior Leadership Team. - Attend the appropriate Parents' Evenings and individual meetings to keep parents/carers informed of attainment and the progress of their child towards targets.

Pastoral responsibilities:	• Take responsibility for promoting and safeguarding the welfare of children and young persons. • Be the first point of contact for parents/carers in the assigned tutor group. • Undertake responsibility for the delivery of tutorial programmes to the tutor group as required. • Promote good attendance and punctuality and monitor in accordance with the school's attendance policy providing support/intervention for those who find it hard to maintain high standards. • Attend and contribute to school assemblies and a daily act of worship as required in maintained schools and respect the school's Catholic ethos.
General professional responsibilities:	• Undertake professional development identified through the performance appraisal structure and as organised for staff to promote individual, teaching and learning area and whole school improvement work. • Support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies. • Act as a role model to students in respect of dress, attendance and punctuality and general conduct. • Undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Headteacher/Senior Leadership Team