
JOB DESCRIPTION

HEAD OF MATHEMATICS



KING EDWARD VI
ASTON SCHOOL

Educational excellence for our City

1. The Purpose of the Position

- i. To lead the strategic development of Mathematics across all year groups, ensuring a shared vision and consistent high standards of teaching.
- ii. To identify strengths and weaknesses in teaching and learning, and implement improvement strategies that foster both rapid and sustained progress for all students.
- iii. To champion a positive departmental culture that encourages professional growth, collaboration, and innovation among staff.
- iv. To ensure Mathematics provision meets or exceeds statutory requirements and integrates effectively with the broader aims of the school.
- v. To plan, implement, and oversee targeted interventions that address identified areas for improvement, promoting positive outcomes for all learners.
- vi. To create, co-ordinate, and promote extra-curricular and enrichment activities in Mathematics that encourage wider engagement and deeper understanding of the subject.
- vii. To hold colleagues within the department to account for their students' results, setting and maintaining high expectations of professional practice.
- viii. To work proactively with the leadership team and other departments, ensuring a cohesive approach to student attainment and enrichment opportunities in Mathematics

2. Line Management Responsibility

- i. The post holder line-manages most staff whose teaching timetable is predominantly Mathematics, with the remainder being managed by the second in department.
- ii. The post holder is line-managed by the relevant member of the leadership team with responsibility for Mathematics.

3. Teaching and Learning Responsibility (TLR) Payment

This position carries a 1B TLR.

4. Generic Responsibilities of a Subject Leader

All Subject Leaders must provide clear leadership and management to ensure:

- i. High quality teaching.
- ii. Effective resource usage.
- iii. Improved standards of learning and achievement for students in all year groups.

A. Leadership of Teaching and Learning

- i. Establish and communicate a clear vision for how Mathematics should be taught and developed.
- ii. Lead and foster a culture of high expectations within the subject.
- iii. Analyse and interpret relevant data (national, local, and school-level) to inform policy, set targets, and refine teaching methods.

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- iv. Ensure that all statutory requirements for Mathematics are fully met.
 - v. Promote and sustain high quality teaching and learning to meet the needs of all students.
 - vi. Contribute to the induction of new staff.
 - vii. Contribute to and support professional development for staff within Mathematics.
 - viii. Participate in the performance management process for subject staff.
 - ix. Ensure that Mathematics contributes to the broader development of students (spiritual, moral, cultural, and physical) as they prepare for adult life.

B. Management

- i. Conduct performance management reviews of staff within Mathematics.
- ii. Chair subject meetings, providing agendas and clear action points.
- iii. Attend Subject Leaders' meetings as required.
- iv. Produce and maintain a strategic plan for Mathematics, with regular evaluation and review.
- v. Manage the subject's resources (including accommodation and financial aspects) in line with identified priorities.
- vi. Submit annual capitation and training requests.
- vii. Report Health and Safety issues to the school's designated officer.
- viii. Ensure that teaching spaces are fit for purpose and conducive to learning.
- ix. Supply necessary information for school publications and the website.
- x. Support staff in maintaining discipline, in line with school policies.
- xi. Ensure that Mathematics fulfils its cross-curricular obligations.

C. Monitoring and Evaluation

- i. Develop and use varied methods to monitor teaching and learning quality, in accordance with school policies.
- ii. Analyse data from monitoring activities and adapt approaches to address any issues identified.
- iii. Regularly update schemes of work.
- iv. Oversee the subject's assessment, reporting, and recording procedures in line with school and statutory requirements.
- v. Track and evaluate student performance in both external and internal assessments.
- vi. Attend Subject Leader and other meetings as outlined in the school calendar.

This job description is not exhaustive and may be subject to change to meet the needs of the school. It may be reviewed and updated in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Head Teacher in consultation with the post holder.