**Job Description – Head of Maths**

**Job Title** Head of Maths

**Aim and main purpose of the job**

To support, hold accountable, develop and lead a team of teachers focusing on a discrete curricular area to ensure high standards of teaching and learning and the wellbeing of staff and students.

**Accountabilities:**

1. To agree, monitor and evaluate the subject pupil progress targets in KS3, KS4 public examinations to make a measurable contribution to whole school targets.

2. To lead curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme.

3. To create a subject development plan which contributes positively to the achievement of the school development plan and which actively involves all subject teachers in its design and execution.

4. To engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.

5. To lead all raising achievement strategies

6. To review teaching and learning, monitoring the progress of pupils identified as requiring additional support (vulnerable groups e.g. pupil premium, EAL or G & T groups) to ensure all pupils are engaged in their learning and achieve success.

7. To provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning.

8. To assist the designated SLT line manager in the annual review of the standards of leadership, teaching and learning in the subject area.

9. To ensure all subject staff understand, and are actively implementing, the key aspects of the school’s behaviour and inclusion polices.

10. To oversee and evaluate the subject budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles.

11. To act as a role model in leading subject staff in own high quality teaching, continuous professional development and professional presence in the department.

12. To contribute to the development of whole school strategic planning and policies.

13. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.

14. To carry out tasks as reasonably required by the Headteacher

**Specific Accountabilities**

1. To ensure the efficient deployment, organisation and upkeep of departmental resources. Including the responsibility that rooms and areas used by the department provide a safe, high quality environment for learning.

2. To present and promote curriculum area for evening events such as option evening and open evenings.

3. To prepare for and attend regular line management meetings with a member of SLT.

**Details of Line Management**

Heads of Departments are line managed by a member of the Senior Leadership Team

**Details of Line Management**

Heads of Departments line manage all teachers who teach in the subject area and direct the day to day work of support staff who support in the subject area.

**Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.