



Job Description Head of Mathematics

Full Time: Permanent TLR 1b

Core Purpose

The person appointed will:

Play a leading role in achieving the school's aims and objectives. Support the continued development of the school's ethos and culture as a Loreto Catholic High school and the fulfilment of the school's Mission Statement.

As Head of the Department there are four key areas of expectations

Strategic direction and development of Mathematics within the context of the school's aims and policies

- Have a clear long term and short term vision for the role of Mathematics curriculum within and beyond the classroom.
- Foster a positive climate, which supports a positive attitude by all teaching staff towards the subject.
- Develop clear, succinct subject policies and procedures
- Use national, local and school data (including inspection evidence) effectively, to inform the self evaluation and planning process, and to inform policies, practices, expectations, targets and teaching methods.
- Monitor progress towards the identified areas in the departmental Quality Improvement Plan.
- Use data effectively to identify pupils who are underachieving. Lead on the implementation of support for such pupils.

Teaching and Learning – to secure and sustain highly effective teaching of the subject, evaluate the impact of the planned curriculum and standards of pupils' achievements and set targets for improvements:

- Ensure the development of programmes of study and schemes of work for KS3 within the context of the national curriculum.
- Develop and continually refine an ambitious curriculum for Mathematics at Key stage 4.
- Ensure that pupils of all abilities are appropriately challenged and supported.
- Ensure that lessons in the department follow the agreed Loreto Way and that teaching and learning strategies promote high levels of student progress.
- Provide guidance to your team on the choice of teaching and learning methods to meet the needs of different pupils.
- Provide clear guidelines for the department in line with school policies for assessing, recording and reporting of pupil progress, ensuring that this information is used to inform teaching.
- Regularly evaluate the quality of teaching within the department and use this analysis to identify and share effective practice and areas for improvement.

- Intervene where teaching is not meeting expected standards and support teachers in making rapid and sustained improvements.
- Ensure that there is an effective climate for learning within the department, supporting staff in the management of pupil behaviour.

Leading and Managing Staff – to provide to all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in the quality of education for pupils:

- Support Mathematics staff to achieve positive, constructive working relationships with students.
- Encourage and foster teamwork among Mathematics staff; motivate staff, delegate tasks, evaluate practice and develop a culture of accountability.
- Lead provision of appropriate CPD for Mathematics staff; facilitate staff INSET and CPD. Foster a research led culture in the school and elsewhere, e.g. research projects, peer coaching, demonstrations, visits to leading teachers, other schools etc.
- To act as an Instructional Coach for other colleagues (training will be provided).
- Ensure that Mathematics staff acquire sound subject knowledge.
- Delegate to and direct the work of other teachers with responsibilities within the department, particularly those holding TLR responsibilities.
- Act as an appraiser in the school's appraisal policy.
- Work closely with the Headteacher, SLT, SENDCO, Literacy team and Governors.

Efficient and Effective Deployment of Staff and Resources – to identify appropriate resources for the subject and ensure that they are used efficiently and safely:

- Ensure the availability of appropriate resources required to teach the curriculum efficiently and to meet the needs of any action plan.
- Work with the Head teacher and members of the Leadership Team to deploy staff to provide high quality teaching of the subject, and to provide intervention support for identified pupils.
- Ensure that resources are used effectively to support teaching and learning.
- Ensure that the working environment is stimulating, celebrates achievement and supports learning.
- Ensure that delegated budgets are monitored closely and that the school's financial policies are implemented.

Reporting to:

SLT line manager.