

JOB DESCRIPTION			
JOB TITLE	Head of Maths	SALARY	TLR 1(2)
RESPONSIBLE TO	Named SLT Link	LOCATION	The Bicester School
DIRECT REPORTS	Teaching staff, Teaching Assistants and department support staff if applicable	TEAM	Maths
LAST REVIEWED	Date: October 2025	Signatures (employee and line manager)	
JOB PURPOSE			
1. Create and implement vision – to include department RAP, policies, timekeeping, leading monthly team meetings, professional dress, attendance, professional courtesy to staff, manage department budget. 2. Organise curriculum - including schemes of work and department resources 3. Maximise achievement – monitor and track pupil progress against targets, oversee department intervention programme; complete department reviews twice annually including exam analysis 4. Ensure high standards of student behaviour – support department colleagues, run detentions, department rewards scheme, liaise with parents 5. Build professional relations with team – set expectations, monitor teaching and learning through learning walks and observations, appraisal of team members, pupil work scrutiny, professional support to staff, classroom displays; attend and contribute to designated school meetings.			
MAIN DUTIES AND RESPONSIBILITIES			
Strategic Planning - To establish and communicate a vision for the future development of the Department with a coherent set of aims and objectives, production of department RAP and department policies. To undertake self-evaluation activities according to school policy and practice based on evidence and data. To lead the development of an appropriate curriculum for all students providing rich learning opportunities in each Key Stage. High Standards of Teaching and Learning - To set and meet high standards as a teacher, acting as a role model for others in the team. To establish an ethos of high expectations and rigour throughout the department. To lead in the development of pedagogy, including planning and leading training and developing a culture of professional learning and reflection. To monitor the quality of teaching across the department through a range of approaches including regular learning walks and classroom observation, using the findings to promote improvement. To monitor marking, assessment and feedback, ensuring that high professional standards are met.			

To lead in the analysis of Performance data for the Department.
To ensure that the learning needs of all pupils are met and to liaise with the Inclusion team.

Pupil progress - Using national benchmarks, to set rigorous targets for students and groups of students in all Key stages.
To monitor progress and plan interventions where they are needed to ensure good outcomes.
To be accountable for standards and achievement in all Key stages, reporting to the Leadership Group and Governors.

Pupil behaviour - To implement the College Behaviour Policy
To support staff to ensure high standards of behaviour in the department.

Knowledge/Skills - To maintain up to date knowledge of the curriculum, and of research and inspection findings.
To have knowledge of relevant school policies.
To have an understanding of the relevant statutory requirements.
To understand the strategic implications of ICT in the work of the team.

Staffing - To establish a climate of ambition and application in the team, supporting, guiding and motivating all staff in the Department to work to a common vision and purpose.
To lead a programme of meetings which are focused on developing teaching and learning and achieve appropriate outcomes.
To hold others to account for their professional responsibilities.
To establish ways of working which are efficient, reliable and understood by the team.
To ensure that all Department members participate in a rigorous process of Appraisal and professional learning linked to the school and Department priorities.
To participate in recruitment and selection of new staff and their induction.

Resources - To deploy all resources effectively and efficiently, including being accountable for spending of delegated capitation.
To establish and maintain an environment conducive to high expectations and learning.
To ensure that Health and Safety standards are met and that all necessary risk assessments are carried out and documented.

Additional Duties - To play a full part in the life of the school, to support its ethos and development.

To comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description.

Safeguarding - We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Support - The post holder is expected to continue in his/her own professional development.
Support in this role will be available through the leadership group line manager and the Headteacher.

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

Specification	Essential	Desirable	Evidence
Qualifications	Good Honours degree Qualified Teacher Status	Good Honours degree <i>in relevant subject</i>	Application form

Experience	Successful teaching practice experience. Teaching at Key Stage 3, GCSE and AS/A Level. Experience of teaching across the age and ability range.	Teaching of Maths at KS3 and/or GCSE. Experience of contributing to the Department's enrichment activities.	Reference and interview
Leadership and management	Experience of successfully inducting and/or training staff. Commitment to distributed leadership and capacity building. Experience of successfully planning for improvement	Experience of working collaboratively with other schools /organisations.	Application letter and interview
Philosophy	Commitment to self-evaluation and continuous improvement. Commitment to sharing best practice. Belief in the positive difference high quality educational opportunities make to peoples' lives.		Application letter and Interview



ATTRIBUTES



PROFESSIONAL

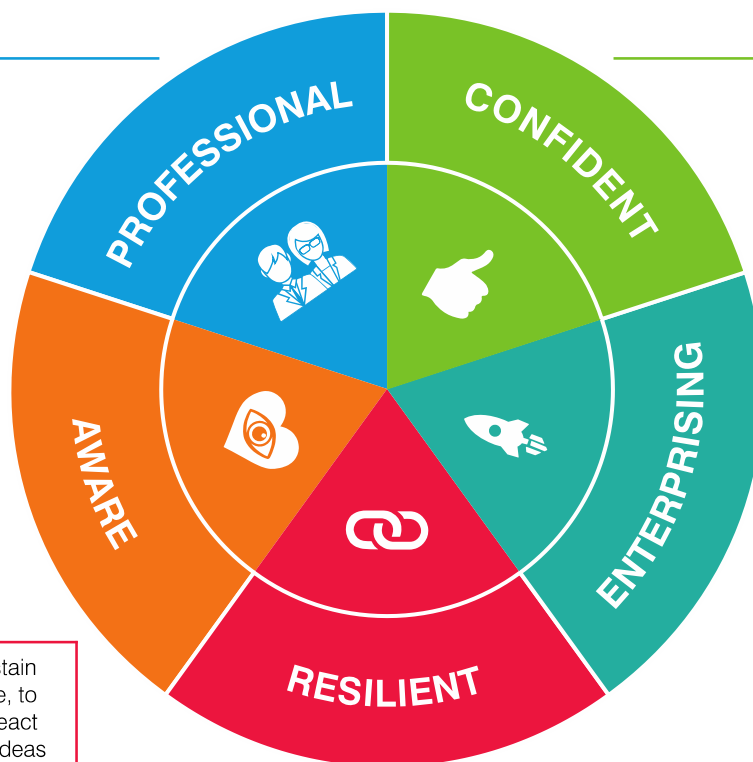
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.