



JOB DESCRIPTION – Head of Department Mathematics

Primary Purpose:

To provide professional, strategic, and operational leadership for the Maths Department. The post-holder will secure high-quality teaching, effective use of resources and improved standards of learning, progress and achievement for all students, ensuring the department contributes significantly to Miltoncross Academy's strategic goals.

Responsible to:

Headteacher / Deputy Headteacher

Key Responsibilities:

1. Strategic Direction and Development

- Lead the formulation, implementation and evaluation of the Maths Department Development Plan, ensuring it aligns with the school's strategic vision and the values of Work hard, Be kind, No excuses.
- Develop and implement clear policies and practices for the department that reflect school-wide expectations and promote high standards of student behavior, effort and academic rigor.
- Keep abreast of educational research, national curriculum developments and pedagogy, integrating these into departmental practice.
- Represent the Maths Department at Middle Leadership Meetings and collaborate productively with other middle and senior leaders, as well as wider departments.

2. Teaching, Learning and Curriculum

- Take overall responsibility for the design, sequence and delivery of a highly ambitious, coherent and knowledge-rich Maths curriculum at both KS3 and KS4.
- Model outstanding, research-informed teaching and learning practices across the department.
- Implement effective strategies to ensure all student groups (including disadvantaged, SEND, EAL and High Prior Attainers) receive outstanding, adaptive instruction.
- Establish a robust, consistent approach to assessment, tracking and diagnostic feedback that directly informs teaching and targeted interventions.
- Promote cross-curricular mathematical and numerical proficiency across the school.

3. Leading and Managing Staff

- Lead, motivate and support all members of the Maths department, fostering a collaborative, supportive and professional working environment.
- Support the professional development of the Maths team through highly effective coaching, mentoring and the delivery of targeted CPD, drawing on Kemnal (TKAT) networks.
- Carry out regular, supportive quality assurance (including learning walks, work scrutiny and coaching) to identify strengths and areas for growth within the department.
- Manage the performance of department staff through the appraisal process, setting clear, developmental and challenging targets.
- Build leadership capacity within the department, identifying and nurturing future talent.

4. Pupil Progress and Outcomes

- Hold accountability for student progress and attainment outcomes in Mathematics across all key stages.
- Systematically analyse student performance data, identifying trends, gaps in learning or



underachieving cohorts.

- Plan, execute and monitor the impact of rapid, effective intervention strategies to close achievement gaps.
- Maintain excellent standards of student behaviour, engagement and work ethic in all Maths classrooms, adhering to the school's Behaviour for Learning Policy (No excuses).

5. Operational and Resource Management

- Manage the department budget effectively, ensuring resources are directed toward raising achievement and enhancing teaching and learning.
- Ensure a safe, stimulating and positive learning environment across all mathematics classrooms.
- Allocate teaching staff and resources efficiently to maximise teaching quality and student outcomes.

To undertake any other reasonable duties deemed necessary by the Headteacher to ensure the smooth running of the academy.



PERSON SPECIFICATION

Category	Essential Criteria	Desirable Criteria
Qualifications & Professional Development	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS). • Good honours degree in Mathematics or a closely related subject. • Evidence of continuous, recent professional development in mathematics pedagogy or leadership. 	<ul style="list-style-type: none"> • Evidence of leadership development training (e.g. NPQLTD, NPQML, NPQSL or equivalent).
Experience	<ul style="list-style-type: none"> • Proven track record of delivering consistently high-quality, engaging and effective Mathematics lessons across KS3 and KS4. • Successful experience of coaching, mentoring, or developing other teachers / ITTs. • Experience of using student tracking data to plan, implement and evaluate successful interventions. 	<ul style="list-style-type: none"> • Experience of secondary school middle leadership (e.g. Key Stage Coordinator, Second in Department or equivalent). • Experience of leading curriculum change or pedagogical initiatives.
Knowledge & Understanding	<ul style="list-style-type: none"> • Deep understanding of the National Curriculum and GCSE Mathematics specifications. • Knowledge of evidence-informed teaching strategies (e.g. cognitive load theory, Rosenshine's Principles, mastery approaches). • Clear understanding of what constitutes excellence in teaching and learning. 	<ul style="list-style-type: none"> • Understanding of current national educational policies, research and priorities in secondary mathematics education.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to inspire, motivate and support colleagues, building a cohesive and top-performing team. • Outstanding communication and interpersonal skills, with the ability to navigate change positively. • Strong analytical skills and confidence in using data to drive improvement. • Excellent organisational and time-management skills; ability to prioritise workload. 	<ul style="list-style-type: none"> • Ability to deliver impactful, high-quality CPD sessions to staff. • Strong ICT skills to enhance teaching, assessment and departmental admin.
Personal Qualities	<ul style="list-style-type: none"> • Alignment with Miltoncross values: Work hard, Be kind, No excuses. • Passionate about improving the life chances of all students, regardless of background. • Highly resilient, energetic and optimistic about transformational school change. • High standards of personal and professional integrity. 	