



## **JOB DESCRIPTION**

**POST: Head of Mathematics Department**

**GRADE: TLR 1.2 £12,041**

**REPORTS TO: Principal**

### **Post Summary**

- To be accountable for the learning and achievement of all students following Mathematics programmes within the UTC.
- To provide high quality leadership and management for Mathematics education within the Academy
- To develop effective partnerships working with other staff to secure high levels of student progress.
- To liaise with the Heads of Mathematics across Shireland Collegiate Academy Trust to support strategic development, share good practice and plan collaborative activities.

### **Duties and responsibilities:-**

#### **Curriculum Management**

To ensure the management of KS3, KS4 and KS5 including:

- Ensuring the quality of schemes of work and assessment
- Have overall responsibility for KS3, KS4 and KS5 results
- Oversee delivery of courses
- Take responsibility for courses offered
- Organise resources for external exams
- Shape the curriculum and exam type to best suit the needs of groups of students
- To ensure the integration of Mathematics into our Literacy for Life curriculum
- To create the scheme of work and provide CPD to the Year 7 Literacy for Life team.

From September 2025 we will have years 7,8, 9, 10,12 and 13. This is an amazing opportunity to join a growing school and be able to develop your skills as we grow.

#### **Leadership**

- Work inclusively with the curriculum team to create and implement an improvement plan in line with Academy objectives
- Monitor and evaluate the quality of provision within the curriculum area.
- Ensure linkages with other departments and institutions are fully explored particularly in areas in which the Academy specialises.

- Set challenging curriculum team targets using all relevant data
- Have overall responsibility for curriculum wide CPD
- Provide guidance, vision, and support to staff responsible for different Key Stages.

### **Management**

- Liaise with exams secretary and external verifiers
- Liaise with outside agencies
- Manage staff within the team – Initially there will be no other staff to manage, the team will grow as the UTC grows.
- Manage financial resources in line with best value principles and with the support of Finance staff
- Co-ordinate the organisation of Focus Day activities
- Represent the curriculum team at management meetings
- Chair weekly department meetings
- Appraisal of the department
- Quality assurance of teaching, learning, planning and assessment
- Manage transition across key stages
- Create and implement intervention strategies to include catch-up programme for students following the Covid pandemic
- Liaise with support services and the Local Authority
- Co-ordinate the organisation of enrichment activities
- Represent curriculum area in meetings with SLT link.

### **Administration**

- Manage timetabling and rooming in the curriculum area
- Oversee orders through curriculum support
- Manage and update group lists
- Ensure that there is a vibrant and inclusive learning environment in the department's teaching spaces.

### **Other**

- To oversee all extracurricular clubs and outings
- To monitor all after school study clubs
- Ensure that whole Academy procedures in Assessment for Learning, SEN, EAL, literacy, numeracy and ICT are reflected in improvement plans and lesson planning
- To ensure that the department contributes in all ways to developing the ethos of the Academy.

In addition to the above, the Head of Department is required to fulfil the general duties of a main scale teacher.

**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**