

THE MARCHES ACADEMY TRUST

POST TITLE:	Head of Mathematics
GRADE:	Leadership
HOURS OF WORK:	1.0fte
POST STATUS:	Permanent

INTRODUCTION

Vision and Values - Our Vision – ‘Achievement Through Caring’

We believe: Successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

We offer:

- ❑ A supportive environment with an experienced team where you will be invested in and valued
- ❑ A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust
- ❑ A varied day with different experiences and challenges
- ❑ A Talent Pathway that offers you continued professional development and learning for you as an individual

PURPOSE

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

RESPONSIBLE TO

Headteacher, Deputy Headteacher

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

- ❑ To lead and manage the delivery of Mathematics across the curriculum
- ❑ To teach at KS3 and KS4
- ❑ To establish Mathematics department aims and objectives and state them in the Maths Handbook
- ❑ To ensure that a Mathematics Development Plan contributes to the Whole School Development Plan
- ❑ To review, evaluate and develop curriculum materials, procedures and strategies to meet these objectives
- ❑ To define with team members, the skills, techniques and concepts to be taught
- ❑ To work with team members to ensure they feel confident to support students
- ❑ To be a member of the Associate Leadership Group or equivalent
- ❑ To contribute to other areas of the curriculum as and when necessary
- ❑ To provide cover for the lessons of other teachers as and when required, whilst maintaining teachers PP allocation
- ❑ To take part in extra-curricular activities.

- ❑ To be responsible for a tutor group.
- ❑ To be a part of a duty team and undertake the responsibilities desired.

TEACHING AND LEARNING

- ❑ To adhere to Teaching Standards
- ❑ To maintain behaviour for learning in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- ❑ To ensure the implementation of the school's homework policy
- ❑ To write diagnostic reports and annual reviews as appropriate.
- ❑ To assist with recruitment and appointment
- ❑ On an annual basis to deploy staff within the Mathematics and ensure that all staff are allocated tasks to be completed in each academic year. These tasks should relate to both the standard business of the Mathematics and Maths department priorities
- ❑ To ensure the Maths department is represented in any working groups on whole school initiatives
- ❑ To make detailed arrangements for the induction of **all** newly appointed staff (teaching and non-teaching)
- ❑ To be responsible for the development of schemes of work, assessments, resources and displays.
- ❑ To keep up to date with marking, assessments and data entry
- ❑ To keep an accurate teaching record

CURRICULUM DEVELOPMENT

- ❑ To ensure effective dialogue with parents in accordance with school policies
- ❑ To work closely with partner primary schools and post-16 institutions
- ❑ To liaise with external agencies and employers as necessary

STANDARDS AND QUALITY ASSURANCE

- ❑ To uphold department, school and Trust procedures, policies and plans
- ❑ To represent the department in cross-curricular working parties
- ❑ To attend Department, Year Team meetings and events to fully support the department, the school and the Multi-Academy Trust
- ❑ To attend relevant INSET courses and meetings within the Trust and with outside agencies
- ❑ To take a professional approach to all aspects of the work
- ❑ Respect confidentiality: all confidential information should not be released to unauthorised persons

COMMUNITY RESPONSIBILITIES

- ❑ To ensure effective dialogue with parents in accordance with school policies
- ❑ To support whole school activities that benefit the whole community (eg school concerts, shows, sports events, primary link projects)
- ❑ To ensure that the Maths department work is displayed and promoted in the school and community as appropriate
- ❑ To participate in the implementation of the School Behaviour and rewards Policy

STAFF DEVELOPMENT

- ❑ To take part in the Academy's staff development programme by participating in arrangements for further training and professional development
- ❑ To continue personal development in relevant areas including subject knowledge and teaching methods
- ❑ To ensure effective and efficient deployment of classroom support
- ❑ To contribute to the delivery of relevant training programmes
- ❑ To work as a member of the department team to contribute to positive effective working relationships within the Academy Trust
- ❑ To contribute to a programme of guidance and support for NQTs
- ❑ To support ITT work within the school

SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- ❑ Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

"This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."

Note: The Marches Academy Trust Schools are a designated no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.