



St Bernard's

Catholic High School

Head of Mathematics Job Description

REPORTING TO: Assistant Headteacher for Teaching & Learning

WORKING TIME: 195 days per year. Full Time.

SALARY / GRADE: Main Scale/UPS + TLR 1a (£8291)

1. POST PURPOSE

- 1.1. To provide high-quality leadership to the subject of Mathematics.
- 1.2. To take the strategic lead for the curriculum development within Mathematics.
- 1.3. To ensure that the curriculum within Mathematics is high quality and designed to ensure our pupils succeed in these subjects.
- 1.4. To ensure that the teaching within Mathematics is excellent and leads to students being successful in this subject.

2. JUDGING STANDARDS

- 2.1. Analyse and interpret data on pupils' progress and attainment for different audiences: subject teams, SLT, governors.
- 2.2. Regularly review with teachers their assessments of progress for classes, identified groups and individuals.
- 2.3. Sample pupils' work regularly in line with school policies and procedures.
- 2.4. Discuss work, progress and attitudes regularly with samples of pupils.
- 2.5. Construct and monitor strategies to gather views of other stakeholders.

3. EVALUATE TEACHING AND LEARNING

- 3.1. Evaluate schemes of work to ensure they focus on consistent and effective Learning & Teaching.
- 3.2. Observe teaching and feedback to colleagues as part of both informal monitoring systems and more formal policies of performance management.
- 3.3. Regularly review teacher's planning.
- 3.4. Evaluate assessment methods and purpose on a regular basis.

4. LEAD SUSTAINED IMPROVEMENT

- 4.1. Lead regular team meetings which include discussion about priorities for development.
- 4.2. Work with other subject staff to agree targets for raising achievement and attainment.



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- 4.3. Lead on improvements in learning and teaching within your subject area.
- 4.4. Work with other middle leaders to share and collaborate in approaches that will support success in your subject area and across the school.
- 4.5. Identify and support staff with their training needs where appropriate.

5. **WHOLE SCHOOL ISSUES**

- 5.1. To attend middle leaders meetings and training as appropriate in order to carry out your role effectively.

6. **SCHOOL ETHOS**

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 6.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- 6.2. To support the school in meeting its legal requirements for worship and to attend year or whole school acts of worship as requested.
- 6.3. To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.