St John Fisher

Catholic High School Head of Mathematics

 **Application Pack**

St. John Fisher

# Catholic High School



**Job Description/Person Specification**

Head of Mathematics

May 2020

St. John Fisher Head of Mathematics

Catholic High School Job Description

**Scale: TLR 1B (£10,500)**

**Responsible for: Members of the department, attached support staff, supply teachers**

**Responsible to: Headteacher, SLT link**

**Mission Statement: *Learning Together as a Community in Christ***

The post holder should:

* Lead the learning of pupils and staff in the subject area to ensure high standards of progress and achievement
* Develop the curriculum, teaching and schemes of learning in an innovative and engaging way
* Ensure the appropriate progress of all pupils by effective target setting monitoring and evaluation
* Facilitate the development of staff regarding teaching and learning to ensure quality first teaching
* Be accountable for the work of the department
* Contribute to the vision and development of the school
* Meet the needs of all pupils including behaviour management and its impact on learning

Subject responsibilities include:

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| **1**  **Professional skills, judgements and qualities****Leadership*** To develop and promote the vision of the department in line with the mission of the school
* To plan strategically the progress of the department in line with the School Improvement Plan
* To raise attainment, progress and achievement within the curriculum area
* To ensure that there is continuous development of schemes of learning, curriculum planning and sequencing
* To develop, monitor and evaluate subject staff to maximise the achievement and wellbeing of pupils
* To maintain the departmental contribution to self-evaluation/quality assessment to facilitate whole school review process
* To lead the development of the use of ICT both within the curriculum and for tracking pupil progress

**Management*** To coordinate cross-curricular initiatives and responsibilities such as HAP, Literacy, Numeracy, SMSC, Equal Opportunities, SEND
* To develop and maintain a departmental handbook (actual or virtual) and ensure its impact across the department
* To ensure consistent implementation of school policies
* To develop sustainable and innovative links with parents and partners (primary, post-16, Wigan Partnership Schools, Governors, Archdiocese networks)
* To undertake effective planning of Departmental Improvement Plans, Capitation Bids and resource management ensuring best value principles are applied
* To ensure effective deployment of staff and upkeep of departmental resources in successfully contributing to learning and enhancing the quality of teaching
* To liaise with relevant external agencies including examination boards, colleges, other schools, business and industry links to enhance provision, to broaden the curriculum and provide cultural capital
* To ensure that departmental classrooms promote an effective climate for learning
* To undertake appropriate risk assessments to ensure health and safety within the subject and department
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| **2 Pupil development and progress****Leadership*** To set and meet appropriate objectives and targets which ensure the progress of pupils, staff and the department
* To inspire staff to foster a climate of the classroom which promotes learning
* To develop effective assessments, intervention and revision programmes
* To lead on and undertake aspects of educational enhancement and enrichment (booster classes, GCSE preparation clinics, residential visits abroad etc.)

**Management*** To analyse data and use data to target set, intervene with and monitor pupil progress
* To develop and maintain clear and effective assessment, reporting and recording
* To facilitate the appropriate behaviour of pupils in lessons and assist colleagues in applying the behaviour policy of the school
* To direct the work of pupils and cover staff in the absence of colleagues
* To coordinate the preparation of pupils for public examinations including effective revision and retrieval
* To expand work related links and opportunities within the subject to develop understanding of the world of work, contribute to the schools Gatsby Benchmarks and provide cultural capital
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| **3 Other professionals****Leadership*** To lead colleagues in their development through coaching, modelling and professional dialogue to raise standards of teaching and learning in order to ensure quality first teaching
* To promote outstanding academic, professional and personal development of department members
* To effectively induct newly experienced and newly qualified teachers into the department
* To assist supply teachers and trainees to become accustomed to the standards and work of the department
* To participate in the Appraisal cycle acting as a Reviewer for department members
* To meet with other subject leaders to ensure development and improvement in relation to others and to share effective good practice and ensure quality first teaching
* To facilitate the successful coordination and recording of departmental meetings that promote the development of learning, teaching and curriculum rather than merely giving information

**Management*** To direct the work and development of support staff to make best use of this resource and ensure they effectively impact upon the learning and progress of pupils
* To monitor the work of the department regarding marking, assessment, recording, reporting and communication with pupils and parents to diminish underachievement and recognise good work and effort
* To undertake observation as part of teacher appraisal to ensure strong teaching and maintain high standards of professional teaching practice
* To undertake performance management reviews in order to further develop and support staff and their teaching craft and skills

**This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.****This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.** |



HEAD OF MATHEMATICS

PERSON SPECIFICATION

**The Governing Body is seeking to appoint a person who possesses the following qualities and skills:**

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| **ASPECT** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Qualified Teacher status
* Degree level qualification in Mathematics or related discipline
* Evidence of up-to-date, relevant CPD
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| **TEACHING EXPERIENCE** | * Excellent classroom practitioner
* Outstanding levels of pupil achievement and pupil progress
* Significant teaching experience in the 11-16 range
* Outstanding classroom management
* Familiar with current teaching trends and the latest initiatives
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| **LEADERSHIP AND MANAGEMENT** | * Current or recent leadership
* Experience of leading a team
* Ability to speak confidently and effectively to a variety of audiences
* Ability to develop effective teams and empower others
* Evidence of driving ambition and raising standards for pupils
* Ability to analyse and interpret appropriate data and use it to inform effective intervention
 | * Evidence of effectively implementing intervention strategies, which raise standards and engage disaffected pupils
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| **PROFESSIONAL CHARACTERISTICS** | * Ability to communicate effectively, both orally and in written form
* Ability to motivate and empower others
* High level inter-personal skills
* Experience of delegating tasks and supporting staff in carrying out tasks
* Ability to manage time effectively
* Thorough knowledge of recent educational reforms, initiatives and innovations (including virtual)
* Attention to detail
 | * Excellent IT skills appropriate knowledge of Mathematics related software, social media and online learning platforms
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| **PERSONAL QUALITIES** | * Actively supportive of the Catholic ethos of the school
* Commitment to hard work
* Creative and innovative thinker
* Enthusiastic and innovative
* Integrity, loyalty, honesty
* High quality people skills
* Demonstrating calmness under pressure
* Resilient, reflective and resourceful
* Excellent sense of perspective
* Can engage a wide variety of audiences
* Demonstrating a growth mind-set
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