**Job Description: Head of Mathematics**

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| Job Title | Head of Mathematics |
| Pay | TMS / UPS London Fringe + TLR 1C |
| Line Manager | Member of SLT |

**Key Purpose of Role:**

* To lead the Maths department in delivering consistently high-quality teaching and learning
* To ensure excellent academic progress and achievement of all students in the department

**Duties and Responsibilities:**

* Devise and implement an ambitious curriculum in Maths, ensuring this aligns with the whole school curriculum intent
* Ensure high quality teaching and learning in every lesson through effective collaborative planning and quality assurance measures
* Ensure there are effective assessment practices within the department
* Create an annual Department Development Plan, aligned with the School’s Development Plan
* Oversee tracking and monitoring of student assessment and progress data, leading on interventions where necessary to ensure students make excellent progress
* Ensure discussion of student progress and development and review of appropriate action plans, as a regular feature of departmental meetings (including monitoring the progress of different student cohorts such as gender, Pupil Premium, EAL, SEND and most able)
* Effectively line manage colleagues in the Maths department, ensuring that staff within the department take responsibility for their own professional development, providing support where required
* Ensure that all teachers of the subject mark books regularly in line with the school's marking and assessment policy and set homework in accordance with school policy
* Playing a leading role in the induction and, where necessary, training of new members of staff.
* Identifying and supporting the training needs of teachers within the department
* Liaising with senior management if there are concerns about the performance of any member of the department.
* Submit and manage the budget of the department.
* Promote the effective use of technology and online platforms to support students learning in Maths
* Co-ordinate revision, enrichment and support programmes offered by the Maths department
* Identify students who are underachieving and put in place strategies to support improvement in conjunction with the leaders for key stage 3 and 4, leader for sixth form and SENCo
* Be responsible for carrying out all necessary work and liaison to prepare students for external examinations, ensuring all teachers of the subject are aware of the latest external examination specifications, coursework requirements, and examination timetables
* Ensure effective liaison with Exams officer regarding submission of entries for Key Stage 4 and Key stage 5 students
* Represent the department at whole school events, such as Open Evenings and Sixth Form Open Evening
* Take responsibility for ensuring the relevant sections of the school website are up to date
* Keep abreast of national changes/innovations within the subject and suggest adaptations to whole school policies as necessary
* Ensure the school’s policy on behaviour is followed and work with subject teachers to improve situations where appropriate.

**Other Responsibilities:**

* To comply with all policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead (DSL)
* To be actively involved in the school’s extracurricular/enrichment provision.
* To undertake training and development relevant to the post and in line with the school’s priorities.
* To undertake any other professional duties as set down in the schools pay and conditions of service document, and as directed by the Headteacher

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| **Safeguarding and Child protection:****The Beaconsfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.** |

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

This job description may be amended at any time in consultation with the postholder.