# **Woodhey High School**

**JOB DESCRIPTION**

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| **Job Title:** | **Head of Mathematics Faculty** |
| **Grade:**  **Salary:** | **Qualified Teacher Status**  **Main Pay Scale – Upper Pay Scale + TLR 1b** |
| **Conditions of Service:** | **STPCD** |

**RESPONSIBILITY FOR:**

**The Leadership and Management of the Teaching and Learning in Mathematics**

**POST:** Head of Faculty Mathematics

The Post Holder Will Report To: Deputy Headteacher (Curriculum)

The Post Holder will be responsible for leading the Mathematics Faculty

The core purpose of the Head of Mathematics at Woodhey High School is to provide professional leadership and management of the Mathematics curriculum area and, where appropriate, other curriculum areas within the faculty. This involves providing a vision, achieving a commitment to a set of values and guiding and inspiring colleagues to secure high standards of teaching and learning, the effective use of resources and improvement in standards of learning and achievement for all pupils.

**SECURING HIGH STANDARDS OF TEACHING AND LEARNING**:

In order to achieve this they will:

* provide a role model for colleagues
* develop and maintain high expectations of pupils and staff
* take a clear lead on pedagogy/methodology
* monitor and evaluate teaching and learning in their curriculum area, including self-evaluation
* undertake relevant lesson observation and work scrutiny in order to ensure development of colleagues and students
* create a climate for learning
* carry out data analysis to provide information for the leadership teams and other agencies
* have oversight of marking and assessment in their curriculum area
* ensure reporting is timely and appropriate by all their team members
* plan, develop and review schemes of work
* support the professional development of staff within their curriculum area
* organise the teaching of Mathematics throughout the school, providing expert opinion on latest teaching methods and reviews
* meet the needs of all pupils, including the management of behaviour and its impact on learning
* organise educational enhancement where appropriate and necessary (e.g. booster classes, trips/visits)

**SECURING EFFECTIVE USE OF RESOURCES:**

In order to achieve this they will:

* communicate to, delegate to, and organise staff well
* support, guide and motivate team members and support staff
* heighten a common purpose and shared vision, and secure commitment from the team and so develop team work
* chair middle leadership meetings where appropriate
* coach, mentor and support Teaching and Support Assistants, Learning Mentors, Learning Coaches, Trainee Teachers and Newly Qualified Teachers.

**PERFORMANCE MANAGEMENT**

In order to ensure the most effective leadership and management of staff, they will:

* line manage team members
* take responsibility for the totality of performance by all (designated) team members
* set challenging objectives for their team members
* reflect trust, school, departmental and individual needs and aspirations
* ensure the capability of the teaching within their curriculum area, and enhance learning
* foster an open and transparent culture
* manage conflict and foster engagement

**OTHER RESOURCES**

In order to achieve this they will:

* ensure the learning environment is conducive to effective learning
* undertake risk assessments where required
* manage effective deployment of all resources and ensure value for money
* ensure safety of pupils and colleagues

**THE KNOWLEDGE, SKILLS AND EXPERTISE REQUIRED**

This will require the ability to:

* be able to use comparative data in order to improve Mathematics within the school
* maintain and update knowledge – subject, national, pedagogy, classroom, management, research and inspection findings
* Maintain and update awareness of statutory requirements
* develop ICT and appropriate learning methods to improve pupil experience
* have a commitment to own professional development particularly in relation to school improvement priorities

**AT SCHOOL LEVEL**

This will require:

* support of the school ethos and policies
* contributions to the development of school policy
* participation in whole school numeracy activities
* participation in whole school citizenship
* supporting the school’s policies on attendance, behaviour and rewards in recognition of their strong role in raising pupil achievement
* contribution to the achievement of high standards in relation to the Every Child Matters priorities
* liaison with external agencies where appropriate
* representing team views, concerns and interests
* giving strategic direction and developing the subject area, including planning in line with the School Development Plan
* liaison with parents
* liaison with Senior Leaders and Academy Council

**ENSURE IMPROVED PUPIL OUTCOMES**

* To raise achievement at Key Stage 3
* To raise achievement at Key Stage 4
* To maximise pupil potential at all levels

**SPECIFIC TASKS**

* Responsibility for the organisation of all testing and assessments at KS3 and 4
* Updating Schemes of Work and Department Handbook as appropriate
* Attendance and participation at Middle Leaders meetings
* Responsibility for co-ordinating the extra-curricular provision offered by the department and the use of expert coaches

***Note***

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***