



Bishop Vesey's Grammar School

Job Description

Name of Teacher	
Job Title	Head of Mathematics
Salary scale	MPS/UPS + TLR 1b

1.0	Job Purpose
1.1	to assist the Headteacher in the leadership and management of teaching and learning in the school to achieve the outcomes required by Government regulations and the School Improvement Plan adopted by the Governing Body
2.0	Generic Responsibilities:
2.1	to lead, manage and develop staff and students in all aspects of the school's provision for the teaching of Mathematics
2.2	undertake the duties and responsibilities of a classroom teacher as required by the Headteacher and as defined in the Job Description of the 'Classroom Teacher'
2.3	create and maintain departmental documentation and a learning environment which support the school's core values and aims, link with the School Improvement Plan and respond to the requirements of the National Curriculum and 14-19 provision, including examination courses relevant to the department
2.4	ensure, in the absence of departmental colleagues, appropriate arrangements are in place for work and for student progress to continue
2.5	establish monitoring and assessment procedures for student performance through a homework and marking policy and through testing arrangements, including preparation for internal/external exams.
2.6	establish monitoring and assessment procedures for staff professional development and training in line with school procedures, including the induction of new members of the department
2.7	be responsible for Performance Management arrangements for designated staff members
2.8	recommend to the timetabling team staff deployment and rooming allocation for the delivery of the department's provision
2.9	establish and maintain a detailed departmental inventory and be responsible for managing the departmental budget in line with school procedures.
2.10	hold regular departmental meetings, attend Heads of Department meetings and contribute to whole-school policy and the future development of the school, including the appointment of staff to relevant areas
2.11	assist the Headteacher and Senior Leaders with the promotion of the school by contributing to and/or attending public events in the school calendar.
2.12	support and/or contribute to, and encourage Department members to support and/or contribute to, the extra-curricular provision in the school (incl. work-related learning and the preparation for specific tests and/or interviews)
2.13	communicate within the department the School's Health and Safety policy in relation to departmental areas and in relation to student involvement in departmental activities both on and off site.
2.14	link with feeder schools, Higher Education establishments and other outside organisations as appropriate
2.15	be involved in the pastoral organisation of the school as deemed appropriate by the Deputy Head

3.0	Specific Responsibilities
3.1	to ensure continuity and progression in mathematical skills on entry to the school from KS2 ensuring that there is suitable transition from Key Stage 4 to Key Stage 5.
3.2	to stimulate an interest in students for entry to competitive Mathematics Challenges
4.0	Line Management – Responsibility to and for
4.1	required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher
4.2	to report for the purpose of day to day leadership and management to the Deputy Head
4.3	to be responsible for the management, direction and supervision, as appropriate, of designated employees and other people as specified by the Headteacher
4.4	to undertake any other professional duties commensurate with the nature of the post, and in line with Conditions of Service which might be reasonably be required from time to time by the Headteacher and/or Governing Body
5.0	Special Conditions
5.1	the duties required of a teacher shall be such as to exercise the teacher's professional skills and judgement
5.2	a teacher on the Upper Pay Scale shall meet the performance threshold standards as specified in the Teachers' Pay and Conditions document
6.0	Review and Amendment
	this job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder

Job Description issued, after consultation,

Signature of Post Holder: Date:

Signature of Headteacher: Date:
or designated SLT member

David Iddon
Headteacher

Updated: January 2026