

Job Title: Head of Mathematics (Secondary)

TRUST IN LEARNING ACADEMIES BRISTOL JOB DESCRIPTION

Place of work:	Bridge Learning Campus
Job Title:	Head of Mathematics
Job Level/scale:	Leadership L7
Responsible to:	Associate Deputy Headteacher
Responsible for:	Teaching and associate staff within the department, including the Deputy Head of mathematics
Job Purpose:	<p>To maintain clear vision, purpose and high expectations, focused on securing the highest standards of students' achievement, personal development and wellbeing.</p> <p>To ensure the provision of an appropriate, relevant and differentiated curriculum for students studying within the department.</p> <p>To raise standards of student attainment and achievement in mathematics</p> <p>To monitor and support all students' progress in all subjects across the department and be accountable for that progress.</p> <p>To support, develop and evaluate the quality of teaching within the department in order to raise standards and secure student outcomes that meet campus expectations.</p> <p>To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area, ensuring a culture of continuous improvement.</p> <p>Accountability for the effective use of financial and physical resources.</p>

Generic Leadership role: All staff with a teaching and learning responsibility working at Bridge Learning Campus:

- have a collective leadership responsibility to actively promote the vision of the Campus and the benefits of all-through and inclusive education
- have a responsibility for helping to lead, develop and secure continued improvement of learning and standards.
- will play a full part in the life of the Campus community, to support its distinctive vision & ethos and to encourage staff/students to follow this
- will keep abreast of national developments in policy, research and practice linked to their key areas of responsibility
- Promote and uphold a positive culture that secures the highest standards of safeguarding and child protection at all times.

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Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

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Part 1: your job

Responsibility for:	To include:
1. Leadership of department	<ul style="list-style-type: none">• To coordinate and lead the effective implementation of a modern, appropriate and engaging curriculum and continually evaluate this curriculum in order to reflect the rapidly changing world of work and the strengths of the pupils/students• Establish and embed a team ethos and a culture of innovation and continuous improvement• To ensure knowledge of developments in the subject and evidence-based research on effective teaching and learning is personally maintained and disseminated to other teachers• Hold TLR holders within the department accountable for the impact of their work and the work of their teams• Ensure that there is continuity of progression in your departmental areas by understanding all-through learning and need• To liaise with senior staff in order to ensure appropriate response is made to curriculum development and initiatives at national, regional and local levels
2. Quality Assurance and Assessment	<ul style="list-style-type: none">• Ensure record keeping is effective and follows agreed procedures and systems• To monitor, evaluate and report on the effectiveness of practice in the department, especially related to examination entry and performance (including the use of value added data) and with regarding to the implementation of Campus Policies• To set and vigorously support the achievement of student progress targets in order to make a contribution to whole Campus targets ensuring and effective use of performance data• To promote and monitor, within the department, school policies related to issues of literacy, numeracy, oracy, culture capital and the use of ICT; homework; lesson planning; record keeping and matters of health and safety (including the maintenance of inspiring teaching environments)
3. Strategic Planning	<ul style="list-style-type: none">• Set an example for the quality of teaching expected across the department, consistently meeting (and frequently exceeding) the teacher's standards and act as a role model from whom colleagues can observe excellent practice.• To work with colleagues to formulate, monitor and evaluate the departments strategic development plan ensuring that it contributes towards the overall Campus Improvement Plan• To support the Senior staff in meeting whole Campus priorities and in realising the Campus's shared vision• To ensure that all colleagues know and understand the key Campus targets and the part they play in achieving these

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	<ul style="list-style-type: none">• To take an active role within the Head of Department forum in order to ensure that the department makes a full contribution to the education of all students in the context of the Campus Improvement Plan and whole Campus developments/policies
4. Leading Staff	<ul style="list-style-type: none">• To work effectively with key staff (e.g. SENCOs) in order to ensure that appropriate professional development is in place for teachers to close gaps in the attainment and progress of groups of learners.• To lead and challenge teachers within the department in the use of data to monitor and track learner attainment and progress, identifying underachievement and forming appropriate interventions to ensure that the targets of individual and groups of learners are met• To ensure that teaching groups are organised so that the interests of all students are best met and in which individuals are encouraged to perform at the highest possible level• To support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the Campus's behaviour policy• Contribute to cover supervision if required/necessary• Through line management of others, promote and secure high standards of students' academic and personal development and, in doing so, support them to become respectful, resilient and responsible citizens.• Participate fully in the Campus scheme Professional Development Review (PDR)• Contribute to the PDR process for colleagues, as required• To identify and address colleagues' professional development needs within a culture of reflective practice and continual improvement.• To ensure effective day to day management of the curriculum including department of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of pupils learning• To ensure that teachers are aware of the needs of all pupils and groups and to make provision for this in their planning• To use frequent, regular and well-structured meetings to support this• To manage the department's budget, ensuring its effective use to impact upon student outcomes• To safeguard the wellbeing of students within the department in lessons, at unstructured times and during visits• To safeguard the well-being of all staff within the department, giving due consideration at all times to colleagues' workload

Part 2: Personal and Professional Conduct

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A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct whilst working at BLC:

1. Members of staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
 - a) Treating students/pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's position, having regard for the need to safeguard students'/pupils' well-being, in accordance with statutory provisions
 - b) Showing tolerance of and respect for the rights of others
 - c) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - d) Ensuring that personal beliefs are not expressed in ways which exploit students/pupils' vulnerability or might lead them to break the law.
2. Members of staff must have proper and professional regard for the ethos, policies and practices of the campus in which they work, and maintain high standards in their own attendance and punctuality.

Additional Duties

Any other duty deemed reasonable, as directed by the Assistant Headteacher and/or Headteacher.

Review of Performance

The Appraisal cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition across the campus that, however good we are at our roles, we all embrace the notion of 'continuous improvement'.

Code of Conduct

The campus expects all staff to ensure that their standards of conduct are, at all times, compliant with the Bridge Learning Campus Code of Conduct.

Generic Responsibilities

- All members of staff at Bridge Learning Campus have a collective responsibility for securing the vision of the Campus and the benefits of all-through and inclusive education
- All members of staff have a responsibility for helping to develop and secure continued improvement for all phases of the campus
- To play a full part in the life of the Campus community, to support its distinctive vision & ethos and to encourage staff/students to follow this
- To follow all Campus policies
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times
- To follow all safeguarding procedures and to uphold the professional responsibilities

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as outlined in Keeping Children Safe in Education (Part 1), ensuring that children's safety and wellbeing is never compromised

- To be polite, cooperative and positive when communicating to other staff
- To take an active and positive role in the campus's commitment to the development of staff, and their annual appraisal procedures
- To work with visitors to the campus in such a way that it enhances the reputation of BLC
- To seek to improve the quality of the campus's service
- To present oneself in a professional way that is consistent with the values and expectations to the campus.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task undertaken may not be specified.

Date of Job Description:

Signed:..... (Head of Mathematics - Secondary)