

# Job Description

## Head of Mathematics

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Post Held	Head of Mathematics
<b>Tasks</b>	<p><b>Operational Tasks</b></p> <ul style="list-style-type: none"> <li>• Writing, reviewing and circulating departmental documents and policies</li> <li>• To ensure the department mini SEF is kept up to date by identifying areas for improvement and progress towards meeting both department and whole school targets.</li> <li>• Management and deployment of the department budget and finances</li> <li>• Management and collation of 'normal ways of working' for SEND students for the purpose of supporting access arrangements</li> <li>• Oversee and support preparations for Open evenings and student information evenings managing accurate and high-quality resources.</li> <li>• Management and provision of cover during staff absence</li> <li>• QA promotion of CIEAG in department and lessons</li> <li>• Management and allocation of student setting</li> <li>• Management and allocation of timetable for teaching and non-teaching staff and rooming</li> <li>• Management of TLRs responsible for transition</li> <li>• To meet regularly with all TLRs and coach</li> <li>• To create departmental calendars</li> <li>• To liaise effectively with parents and deal swiftly with any concerns</li> <li>• Plan, produce agenda and chair effective department meetings and briefings</li> <li>• To attend HOD meetings and other middle leader meetings as requested by DIP.</li> <li>• Management and deployment of HTLA</li> </ul> <p><b>Tracking and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Liaise with leadership team and TLRs with regard to tracking pupil progress and attainment at all key stages and across all relevant curricula and all appropriate sub groups of students</li> <li>• QA of accuracy and completion of parental reporting for all students at all levels</li> <li>• Attendance of KS3/KS4/KS5 operational group meetings</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• QA and implement QADIs/marking and feedback/planning/learning walks/observations/homework etc in line with whole school policies</li> <li>• Develop and review SOWs and long-term maps regularly to ensure they respond to pupil progress and attainment</li> </ul>

	<ul style="list-style-type: none"> <li>• Creation of assessment calendars and materials/resources including those for end of unit tests, end of year exams, mock exams and any other assessment as required</li> <li>• QA marking and feedback of internal assessments, including the deployment of PLCs where appropriate</li> </ul> <p><b>Behaviour Management</b></p> <ul style="list-style-type: none"> <li>• Reviewing and monitoring TLR’s management of student behaviour, offering guidance and additional support for repeated behaviours, including implementing department report structure</li> <li>• Monitoring of behaviour tracking from SIMs to identify patterns over time in order to offer support or training</li> </ul> <p><b>Whole School</b></p> <ul style="list-style-type: none"> <li>• To take an active role in the professional development of colleagues. (inc. HTLA)</li> <li>• Identify training needs in response to QADI feedback and other observations/requests, ensuring that all staff receive training required</li> <li>• To deliver training relevant to whole school improvement plan for department</li> <li>• Support and training of student teachers and ECTs or those mentoring student teachers and ECTs</li> <li>• Support peer mentoring/student programs as relevant</li> </ul>
<b>Reporting to</b>	Head of Maths and Computing Faculty