

IXWORTH HIGH SCHOOL JOB DESCRIPTION

HEAD OF MATHEMATICS

Line Managers job title:	Assistant Headteacher
Salary:	Leadership Scale 1 to 5
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	100%

THE POST

Ixworth High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **Head of Mathematics**.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

Personal Qualities.

Ixworth High School expects its teachers to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;

- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and students about their subject;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

Professional Competence.

Ixworth High School expects its teachers to have the following professional competences, or in the case of early career teachers, the school would expect them to develop the following competences:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress.
- Have excellent understanding of what constitutes excellence in teaching and learning.
- Have a keen understanding of data and be able to analyse patterns in performance over time.
- Be a positive role model for pupils and staff on a day-to-day basis.
- Collaborate effectively with staff, parents/carers and students;
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the School at Open Evenings and all other events;
- Have very high expectations of the learning of all students at all times;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the **Head of Mathematics** are:

- Have qualified teacher status
- Proven leadership responsibilities, or the potential to lead a successful faculty.
- They will have a passion for mathematics and a clear understanding of how students learn best, with the ability to lead, communicate and implement those strategies across the faculty.
- Candidates may be early in their careers but the post is not suitable for ECTs.
- Teachers with experience as a second or deputy head of mathematics, or late entry teachers with leadership experience in other industries, are encouraged to apply.

JOB SPECIFICATION

General Responsibilities

The **Head of Mathematics** is responsible the Headteacher via the Assistant Headteacher, for the effectiveness of both the mathematics taught and wider enrichment curriculum.

They will be responsible for the further enhancement of a progressive mathematics curriculum which is aspirational and supportive of whole student achievement, regarding both academic outcomes and progression towards higher education, employment and adulthood.

In addition, they will hold the post of a teacher under the standard contract for teachers at Ixworth High School.

A contribution to the wider life of the School is an expectation of all staff, for example by developing and supporting the extra-curricular activities within the Mathematics Department.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- To drive and lead a dynamic mathematics department
- To lead student progress in mathematics across KS3, KS4 and post 16 with strong transition from KS2
- Work closely and liaise with the Head of English to ensure consistent progress in both English and Maths
- Lead research informed innovative curriculum that is ambitious, collaborative and world class
- Manage allocated budgets so that the delivery of the curriculum is cost effective
- To use effective quality assurance to ensure there are high standards of teaching and learning across mathematics by continuously developing and enhancing the quality of teaching and learning
- To use effective quality assurance to ensure school policies and procedures are implemented and applied consistently and appropriately by all staff
- To maintain and develop the expectations for behaviour for learning
- To ensure that mathematics at the School has a strong national and local presence to secure high quality professionals within the department
- To lead professional development and implementation of researched and effective support for students, particularly those with SEND across all year groups
- To work collaboratively with leaders to achieve and sustain a world class experience for all
- Be willing to share teaching strategies and resources and deliver CPD within the department/School;
- Contribute towards the wider School community;
- Be a Tutor and play an active role in House-based tutor activities;
- Participate in the staff performance management and appraisal process;

- Participate in, and where appropriate, contribute to the School programme of continuing Professional Development.

Planning

- Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.
- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment.
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.

Teaching

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.
- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
- Use assessments of pupils' progress to inform future teaching.
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.

Managing pupils

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
- Through effective teaching, ensure that pupils are challenged, and that best use is made of teaching time to promote good levels of behaviour.
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	Full time
Normal working Pattern	Monday - Friday
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days if this is not a contractual day, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

The post-holder will be auto enrolled to join the Teachers' pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.