



An All-through Co-operative School

Preston Manor School
Carlton Avenue East, Wembley HA9 8NA
Headteacher: Ms Beth Kobel
www.preston-manor.com

"Making School Memorable by Striving for Excellence"

JOB DESCRIPTION

JOB TITLE	Head of Maths
GRADE	Main/Upper Pay Scale + TLR 1d
RESPONSIBLE TO	Head via Senior Leadership Team

JOB PURPOSE

To lead a team of subject teachers and to be responsible for:

- the work of those teachers
- the development of the subject, both its long-term planning and effective day-to-day teaching
- the care of staff
- raising standards and improving examination results
- making a significant contribution to the development and implementation of school policies that create a positive learning culture

In addition to carrying out the professional duties of a teacher other than a Head, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Head for the generic areas listed below. A Head of Department (HoD) may delegate any of these duties to staff in the Department but retains overall responsibility.

KEY TASKS

Generic Responsibilities:

Staff

Effective oversight of each member of the Department

- ensuring that attendance, classwork and homework are checked and marked and accurate records are maintained
- ensuring that lessons are at an appropriate linguistic and conceptual level for all students in the class, especially when the groups are of wide mixed abilities
- commenting on the standard of students' work and giving staff disciplinary support and advice

Liaising with the designated person in charge of cover when a member of staff is absent and making arrangements for the setting of cover work

Delegation and co-ordination of duties within the Department

- devising a suitable responsibility structure within the department
- drawing up appropriate job descriptions and ensuring that specified duties are carried out
- publicising school policies and ensuring that they are followed
- initiating and leading formal Department discussions on school and subject matters, ensuring the presentation of agendas for department meetings, discussion and information documents for the Department and the writing of minutes of meetings which should be sent to the Head and Line Managers;
- keeping clear records and minutes of decisions, meetings, interviews and correspondence
- representing the views of the Department in consultative meetings to senior management
- encouraging the professional development of teachers, including in-service training and career development
- Performance Management of designated staff
- Following Disciplinary, Capability and Competency procedures when necessary

Ensuring that the Department is appropriately staffed in conjunction with the Line Manager and Head

- Leading on recruitment of new staff, including advertising posts, shortlisting of applications and managing resources and arrangements for interviews
- ensuring effective induction of new staff
- liaising with tutor-in-charge of Beginning Teachers (BTs) to plan timetables, arrange preliminary visits and clarify Department policy
- providing appropriate support for BTs including lesson planning, observation and preparation of reports and ensuring continuity for their classes

The school is over two sites and there may be times when colleagues are expected to work across both sites with students.

Students

The oversight of work and behaviour of all students within the Department

- monitoring achievement in each class by looking at schemes of work, examining exercise books, visiting lessons and talking to teachers
- taking appropriate action when a cause for concern is identified

Ensuring tutors, parents and Directors of Student Development (DSD) are informed of progress of students

- maintaining an accurate assessment record for each student in line with the whole school assessment policy
- regularly analysing examination and assessment results to identify progress and underachievement across the subject

Maintaining the highest standards of student conduct and behaviour

- formulating clear Department disciplinary procedures, consistent with school policies
- advising and assisting teachers over individual students and classes, taking disciplinary action where necessary
- ensuring that DSDs' are consulted over concerns and informed of action taken

Allocation of groups where appropriate and preparing advance lists for updating by teachers, DSD and SLT

Consulting with the SENCO and EAL Co-ordinator to identify strategies to support individual students

Advising students over choice of courses in conjunction with DSDs' and careers advisors

Liaising with IT, Careers and PSHE Co-ordinators as when and where appropriate

Curriculum

Leading the Department's curriculum planning consistent with whole school objectives, having regard for the National Curriculum and local and national strategies

- leading and supervising approaches to learning and teaching within the team and advising on materials and classroom management strategies
- embodying curriculum and teaching approaches in comprehensive schemes of work, homework schedules and extra-curricular programmes
- advising on specific strategies to differentiate work for students at all levels
- encouraging an appropriate and challenging programme of extracurricular activities ensuring continuous review of curriculum content and approaches to learning and teaching
- liaising with other teaching and support staff to promote integration and development of the curriculum
- liaising with external stakeholders (local industry, community, primary schools, inspectors etc.) to broaden the curriculum
- actively contributing to whole school curriculum development
- publicising and interpreting agreed curriculum policy for Department staff and ensuring its implementation

Timetable

- reviewing timetable arrangements with the SLT Line Manager as and when required
- deducing staff requirements, checking against available staff and notifying credit/debit as far as possible to the Head and Deputy Head late in the Spring Term;
- issuing and explaining timetable to staff and consulting with them over requirements for the forthcoming year

Internal Assessments and Public Examinations

- arranging details of internal examinations, preparing marking schemes where appropriate and checking results
- submitting external examination entries to the Examinations Officer by agreed deadlines and checking examination timetables
- informing relevant staff on examination entry lists, changes of examination policy or subject specific arrangements
- liaising with the Examinations Officer over the administration of end of year assessments

Parents

- Providing information to parents and colleagues about the work of the Department and the progress of students
- responding to parental concerns after consulting with appropriate staff and ensuring that accurate records of correspondence are passed to DSD and/or the Line Manager
- preparing the Department sections of all school brochures and handbooks

Resource Management

- Checking on the accommodation allocated to the Department and reporting any damage to the Site Manager
- Maintaining and stimulating an ordered appearance of teaching rooms and ensuring the effective use of classroom display
- Planning, ordering and co-ordinating all Department resources for learning
- Oversight of an efficient stock control system
- Ensuring the security of rooms, equipment and software
- Managing the Department Budget
- Managing financial resources effectively and efficiently, in accordance with the financial regulations of the school, including requisitions and the careful checking of all goods and services, prior to the authorisation for payment
- Ensuring that the school's Health and Safety Policy is publicised and followed and for reporting any health and safety hazards to the Finance and Business Manager. This is particularly crucial in practical areas.

Specific responsibilities:

In addition to carrying out the generic responsibilities of all Heads of Department and leading on matters concerning the Maths Department, the Head of Maths is responsible for the following specific areas:

- Ensuring GCSE and A Level courses results meet or exceed targets
- Supporting and monitoring all key stage co-ordinators in innovative curriculum development, taking an active role where appropriate in sharing innovation across the whole school
- Ensuring uptake of Mathematics subjects' post 16 remain high.
- Ensuring existing enrichment activities are carried out across the key stages
- Developing and monitoring the use of IT in teaching and learning across the curriculum to raise achievement across the key stages. This is to include the use of IWB and individual and group IT teaching strategies
- Developing the resources available to students through the school's IT resources, website and school e-learning environments.
- Developing, maintaining and monitoring the use of yearly databases of student's prior data to be used in target setting and monitoring of achievement.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.