



Job Description & Person Specification

Post Title:	Head of Maths
	In addition to the job description below this post is subject to United Learning Pay Policy and United Learning's / National School Teachers terms and conditions
Purpose:	<ul style="list-style-type: none"> • To ensure the highest standards of learning, achievement and personal development for all students in Mathematics. • To provide clear, effective and impactful leadership of Maths staff to drive high-quality teaching and learning. • To analyse data and information, identify trends and be able to act, intervene and report these to all stakeholders. • To contribute directly to the delivery and success of the Academy Improvement Plan through strong subject leadership and continuous improvement.
Reporting to:	Assistant Principal – Raising Standards
Responsible for:	Leading the Maths department to deliver high-quality teaching, drive student achievement and progress, and ensure the curriculum and assessment meet whole-school priorities.
Liaising with:	Principal / Vice Principals / teaching and support staff / Academy representatives / external agencies and parents /carers
Salary/Grade:	United Learning Pay Scales, Dependant on experience
Disclosure level	Enhanced DBS
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • Providing a vision for learning within the department in line with that of the school; • Ensuring high standards of teaching and learning within the team • Developing quality Department CPD to enhance the quality of teaching and learning within the Maths team. • Ensuring that all year groups have schemes of work that inspire students and allow them to develop as individuals as well as, enable examination objectives and other whole school objectives to be met. • Ensuring that courses are appropriately resourced and the department are adapting resources appropriately for the learners within their classrooms • Ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels including those with Special Educational Needs, Pupil premium and High attaining students. • Supporting staff in dealing effectively with student behaviour in order to remove barriers to learning; • Ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard; • Ensuring value for money and the effective deployment of the department's annual budget; • Providing excellent extra-curricular opportunities for students

Leadership:	<ul style="list-style-type: none"> • Ensure that all new staff receive a comprehensive induction; • Supporting and planning for the continuing professional development of department staff; • Keeping up-to-date with relevant, evidence-based approaches; • Facilitating the sharing of good practice through meetings and INSET; • Complete annual Performance Management of colleagues under direct line management • Hold regular line meetings with colleagues under direct line management • analysing the examination results of students working within the subject and agreeing and implementing action points • observing lessons, completing learning walks and book looks in line with the academy's policy; • Preparing improvement plans for the department.
Curriculum Development:	<p>To lead the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining awarding bodies</p>
Teaching:	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere • To assess record and report on the progress, development and attainment of students and to keep such records as are required • To provide, or contribute to reports and references relating to individual students and groups of students • To ensure that ICT, Literacy, Numeracy and the academy subject specialism are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching • To ensure a high-quality learning experience for students which meets internal and external quality standards • To prepare and update subject materials • To maintain discipline in accordance with the academy's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework • To undertake assessment of students as requested by external examination bodies, departmental and academy policies • To mark, grade and give written/verbal and diagnostic feedback as required within the Whole class feedback marking policy • To set appropriate targets for students in line with academy policy and procedure as required • To implement the academy policies re Homework
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement academy quality control systems procedures and policies and to adhere to these • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy • To Lead Maths team meetings and attend Middle Leader Meetings in accordance with the academy calendar.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for student database Arbor, registers, etc. • To complete the relevant documentation to assist in the tracking of students • To track student progress and use information to inform teaching and learning • To analyse and innerve on whole department Maths data

Management of Resources:	<ul style="list-style-type: none"> To lead on the ordering and allocation of equipment and materials To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students
Communications:	<ul style="list-style-type: none"> To communicate effectively with the parents/carers of students as appropriate Where appropriate, to communicate and co-operate with persons or bodies outside the academy To follow agreed policies for communications in the academy
Marketing and Liaison:	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, promotional/departmental videos and displays etc. To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc
Learning Support System:	<ul style="list-style-type: none"> To be a Tutor to an assigned group of students To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description
Other Specific Duties:	
<ul style="list-style-type: none"> To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example To promote actively the Academy's Policies & Procedures To continue personal development as agreed To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate To undertake any other duty as specified not mentioned in the above To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed 	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title</p>	

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
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PERSON SPECIFICATION - Head of Maths

Qualifications measured by application Appropriate degree or equivalent qualification in Maths. Qualified Teacher Status	Desirable	Essential
Experience measured by teaching, application & interview Evidence of successful classroom practice and outcomes for students of all abilities Effective performance management Strong subject knowledge Ability to plan and prepare schemes of work Experience of contributing to staff development The ability to role model high quality teaching and support others to improve Good behaviour management	Desirable	Essential
Leadership and Personal Qualities Excellent communication and organisation and time-management skills Good interpersonal skills and an ability to communicate effectively An ability to motivate students A flexible approach to working An ability to form and maintain appropriate relationships and personal boundaries Committed to maintaining confidentiality Good timekeeping and attendance record	Desirable	Essential
Professional Development measured by application & interview Evidence of relevant professional development, Commitment to your CPD	Desirable	Essential
Teaching & Learning measured by application & interview Understanding key issues relating to Teaching and Learning	Desirable	Essential
Organisation measured by application & interview Well organised and able to work to deadlines. An ability to work under pressure and multitask effectively	Desirable	Essential
Management Skills measured by interview An ability to lead a team, involving people and delegating appropriately. An understanding of people management Experience of effective self-evaluation methodology Effective use of summative and formative assessment	Desirable	Essential
Safeguarding measured by interview Ability to safeguard and promote the welfare of young people Good understanding of safeguarding Contributes towards a safe environment	Desirable	Essential
Skills / Abilities measured by application & interview Able to use IT to support both the curriculum and work organisation. Able to assess the needs of individuals to inform the targeting of individual needs	Desirable	Essential