



## Job Description: Head of Maths

<b>Post Title:</b>	Head of Maths
<b>Allocated Person:</b>	
<b>Responsible to:</b>	Deputy Headteacher
<b>Scale Point:</b>	MPS/UPS Standard National Scale with TLR2a and SEN Allowance in line with the current School Teachers Pay and Condition document
<b>Teaching Commitment:</b>	

**Line managers:** Deputy Headteacher

### Main purposes of the post:

At The Hub School we recognise that our learners have vulnerability and potentially a negative educational experience, our vision is to ensure that they engage in highly effective learning experiences to motivate them to learn, achieve and progress. The successful candidate will be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all. They will have the skills and knowledge to teach Maths and Numeracy to KS3/KS4 students. They will work under the direction of members of the senior leadership team to implement the Maths and Numeracy curriculum to students with varying abilities. Be responsible and accountable for achieving the highest standards in work and conduct. They will maintain high aspirations and standards for all students.

- To provide leadership and curriculum development for Mathematics
- To ensure that the teaching and learning in the subject is of high quality
- To be responsible for improving outcomes in Mathematics across the school
- To support the professional development of their colleagues
- To lead on assessment across school

**Supervisory responsibility:** The post holder will be responsible for the deployment and supervision of the work of LSO's/teaching assistants relevant to their responsibilities

### Main purpose of the Job:

- To provide professional leadership to subject teachers of Mathematics for KS3 and KS4
- To develop innovative teaching and learning in the Mathematics Department
- To ensure high quality teaching and learning subsequently leads to positive and improving outcomes for Maths across the school roll
- To make strategic and operational decisions over the Maths curriculum in all areas of the school, including additional numeracy intervention strategies where appropriate
- To strategically lead on assessment and progress across the school using suitable data and monitoring evaluation systems

## **General Tasks:**

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers performance will be assessed against the teacher's standards as part of the appraisal process as relevant to their role in the school.

## **Teaching**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere
- To use teaching strategies which will stimulate learning appropriate to student needs and demands of the syllabus
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy, cross-curricular aspects and school subject specialism(s) 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 good order, discipline and respect for others; to promote understanding of the school's rules and values; to encourage good practice with regard to punctuality, behaviour and standards of work. To safeguard the health and safety of students and to develop relationships with and between students, conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written and verbal and diagnostic feedback to students of individual work and group work they have undertaken

## **Operational/Strategic Planning**

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To assist in the development of appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in Mathematics
- To contribute to the whole school's planning activities
- To contribute to the process of self-review and evaluation and Development Plan activities

## **Curriculum Provision and Development:**

- To plan a curriculum which is both appropriate and suitable for all learners across the school, meeting Ofsted specific requirements
- To ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's key priorities.

## **Managing student welfare:**

- Ensuring student welfare is secure and students feel safe in school.

**As a member of staff of The Hub School:**

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students and self
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Hub School
- Contribute to systems of evaluation and performance of the organisation positively.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees will be expected to comply with the DPA when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

**Staffing/Staff Development:****Recruitment/ Deployment of Staff**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To support and develop members of the Maths department, including mentoring of any Trainee or newly-qualified teachers
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Appraisal Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

**Quality Assurance:**

- To adhere to and to help to implement school quality procedures
- To contribute to the process of monitoring and evaluation of the subject in line with school systems, including evaluation against quality standards and performance criteria. To implement modifications and improvement where required
- To review from time to time methods of teaching and programmes of work
- 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 school

**Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system
- To complete the relevant documentation to assist in the tracking/monitoring of students
- To track the progress of your assigned students and use this information to inform your teaching and learning

**Communication:**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school
- Attend meetings according to the school's Directed Time

## **Marketing and Liaison:**

- To take part in marketing and liaison activities such as Parents' Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

## **Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To identify resource needs and to contribute to the efficient and effective use of resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students
- To co-ordinate and manage the work of other staff, such as support staff, participating in the teacher designated lessons

## **Pastoral System:**

- To be a Form 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
- To liaise with SLT to ensure the well-being and educational development of your assigned students
- To register students, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of action plans, progress files, individual education plans, EHCP reviews and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE according to school procedures
- To apply the behaviour management procedures so that effective learning can take place

## **Other Specific Duties:**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher
- to play a full part in the life of the school community, to support its identified key priorities and to encourage staff and students to follow this example
- to actively promote the school's policies
- to continue personal, professional development
- to actively engage in the school's self-review and evaluation processes
- to actively engage in the school's Appraisal processes
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- to attend meetings as required
- to undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above
- to comply with the school's procedures concerning safeguarding and to ensure that training is accessed

## Equal Opportunities

East Riding of Yorkshire Council is pursuing equality in employment.

## Other clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
6. Postholder may deal with sensitive material and should maintain confidentiality in all school related matters

## Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.

<b>Employee signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	