



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Head of Maths

Organisation(s): Wigmore High School

Pay Range: MPR/UPR plus TLR2b

Contract: Full-time and Permanent

Responsible to: Member of SLT

Responsible for: Staff within the department

Main Purpose of Job:

- To lead, manage and develop the specific curriculum area.

Teacher Responsibilities:

- Carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document, the DfE Teachers' Standards and the Wigmore School Academy Trust Teacher Job Description;
- Maintain and develop the ethos, values and overall purposes of the school;
- Maintain high standards of learning and pupil conduct;
- Implement school policies and procedures;
- Communicate politely, effectively and appropriately with all stakeholders.

Middle Leadership Team Responsibilities:

- Contribute to the overall strategic direction of the school;
- Maintain high standards of learning and pupil conduct;
- Work with the Senior Leadership Team to develop the school's vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff;
- Articulate and model the school's vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement;
- Embed ambition and drive;
- Be responsible for the line management and performance management of specific teams of staff;
- Be accountable for the progress that line managed teams make towards meeting the schools' statutory targets and strategic objectives for pupil performance;
- Participate in the recruitment and development of teaching and non-teaching staff within specific teams;
- Participate in arrangements for the appraisal of the performance of teachers;
- Promote teamwork and motivate staff to ensure effective working relations;
- Communicate politely, effectively and appropriately with all stakeholders;
- Attend meetings with staff, parents and outside agencies, providing reports and information as required;
- Implement school policies and procedures;
- Undertake the principal of a collective team decision, promoting and upholding decisions to all stakeholders;
- Organise school events as required;
- Manage any relevant budgets.

Specific Responsibilities:

- Be accountable for the development and delivery of the department's curriculum;
- Develop teaching and learning within the department, promoting and implementing effective teaching and learning strategies;
- Develop and review all subject documentation, e.g. subject syllabi, resources, schemes of work, handbooks, policies, self-evaluation forms and development plans;
- Oversee the assessment and reporting of pupils' attainment and progress within the department;
- Monitor and follow up on pupil progress within the department, providing intervention when necessary;

- Rigorously quality assure the work and performance of the department, including regularly monitoring the quality of teaching;
- Analyse and evaluate internal and external performance data and take appropriate action in response;
- Identify department areas of strength and areas for improvement;
- Set departmental targets to address areas for improvement;
- Oversee day-to-day management, control and operation of subject provision within the department, including effective deployment of staff, pupils and physical resources;
- Manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget;
- Ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed in liaison with the relevant member of SLT;
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover;
- Oversee the department's internal and external examination arrangements;
- Ensure the maintenance of accurate and up-to-date departmental data on the school management information system;
- Ensure that all members of the department are familiar with departmental aims and objectives;
- Regularly disseminate information to members of the department;
- Represent the department's views and interests;
- Lead the development of effective subject links with partner schools and the community, attending where necessary meetings/events in other establishments;
- Promote the department at Open Days/Evenings and other events, collecting and producing materials for marketing purposes;
- Offer additional learning opportunities for pupils which includes out of school experiences and/or visits;
- Keep up to date with and respond to national developments in the subject area, and teaching practice and methodology.

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy, Staff Handbook, Teachers' Standards and the current School Teachers' Pay and Conditions Document.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:



WIGMORE SCHOOL ACADEMY TRUST

Person Specification



Head of Maths

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • First Degree or equivalent in maths or subject with significant mathematical content (AF) • QTS (AF) • Recent relevant educational training (AF, I) 	<ul style="list-style-type: none"> • Further middle leadership qualifications (working towards or willingness to work towards), e.g. Leadership Pathways, NPQML, MEd (AF, I)
Experience	<ul style="list-style-type: none"> • Experience of teaching maths at KS3 and KS4 (AF) • Experience of dealing with parents (AF, I) • Contribution to raising standards (AF, I) 	<ul style="list-style-type: none"> • Experience in more than one school (AF) • Line management of a team of staff (AF, I) • Form tutor experience (AF, I) • Performance management of members of staff (AF, I) • Contribution to or leading INSET/CPD (AF, I) • Leading an area of improvement within in a department (AF, I) • Managing a budget (AF, I) • Coordination of extracurricular activities (AF, I)
Knowledge and Understanding	<ul style="list-style-type: none"> • Relevant subject knowledge (AF, I, R) • Curriculum, teaching strategies and assessment methods for relevant subject(s) (AF, I, R) • Current educational initiatives (AF, I, R) • Outstanding teaching and learning – what it looks like and how to develop it (AF, I, R) 	<ul style="list-style-type: none"> • Department leadership (AF, I, R) • Approaches to department quality assurance (AF, I, R)
Abilities and Skills	<ul style="list-style-type: none"> • Excellent literacy skills (AF, I, R) • Excellent ICT skills (AF, I, R) • Ability to teach outstanding lessons (I, R) • Strong behaviour management (I, R) • Ability to communicate effectively with pupils, parents, staff, governors and external agencies (I, R) • Ability to inspire, challenge, motivate and empower others (I, R) • Ability to think creatively to anticipate and solve problems (I, R) • Ability to build on current good practice whilst moving the department forward with vision and vigour (I, R) • Ability to develop effective teamwork and be able to contribute effectively to a range of teams (I, R) • Ability to think strategically and contribute to creating a coherent department vision (I, R) 	<ul style="list-style-type: none"> • Ability to teach a second subject (AF, I, R) • Ability to initiate and develop ideas (I, R)

	<ul style="list-style-type: none"> • Ability to analyse and summarise data, drawing conclusions (I, R) • Ability to manage and resolve conflict (I, R) • Ability to work under pressure, maintaining a sense of perspective (I, R) • Ability to manage own time effectively (I, R) • Excellent communication and presentation skills (I, R) 	
Personal Attributes	<ul style="list-style-type: none"> • Resilient (I, R) • Reliable (I, R) • Committed (I, R) • Honest (I, R) • Trustworthy (I, R) • Dedicated (I, R) • Patient (I, R) • Loyal (I, R) • Good sense of humour (I, R) • High expectations of self and others (I, R) 	
Other Factors	<ul style="list-style-type: none"> • Good attendance record (R) • Excellent references (R) • A commitment to high educational standards, which maximise the achievements of all pupils (I, R) • A commitment to equality of opportunity for all pupils (I, R) • A belief in working in partnership and as part of an established team (I, R) • A commitment to continuous professional development (I, R) • A willingness to reflect upon experiences in a critical and constructive manner (I, R) 	<ul style="list-style-type: none"> • Aspiration to move to Senior Leadership Team within the next 5 years (I)

Evidence Key:

(AF) – Application Form
(I) – Interview
(R) - References