

**Job Title:** Middle Manager of Mathematics  
**Post Holder** **Vacant**  
**Responsible to:** The Headteacher, Director of Faculty and SLT link

## **SECTION 1 - GENERAL MANAGEMENT DUTIES**

To support the Director of Faculty in providing effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement in Mathematics.

### **Leadership**

1. *To inspire Faculty members by personal example and hard work.*
2. *To effectively help manage the human resources at the Faculty's disposal, including teaching, non-teaching and support staff.*
3. *To work with the Director to create a vision, sense of purpose and pride in the Faculty.*
4. *To help in the production and maintenance of any Faculty documents, and to implement, monitor and evaluate policies.*
5. *To support the Director in continuously improving the quality of teaching and learning in the Mathematics Faculty.*
6. *To be jointly responsible for maintaining discipline in the Faculty including supporting staff during lessons when appropriate.*
7. *To play a major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.*
8. *To develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, governors, external agencies and other schools.*
9. *To identify and applaud areas of success and achievements in Mathematics of both individual students and teachers.*
10. *To help create an effective team by promoting collective approaches to problem-solving and curricular/Faculty development, e.g. consult when writing the Development Plan and produce resources as a team.*
11. *To substitute for the Director, if needed, to chair and produce the agenda for effective Faculty meetings. To ensure minutes are made and others informed as appropriate.*
12. *To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject.*
13. *To work with the Mathematics Team to initiate/maintain extra-curricular activities after school/during lunch-breaks.*

### **Curricular/Faculty Development**

1. *To contribute towards continuity and progression within the whole school curriculum.*
2. *To jointly contribute to the Faculty Development Plan, its implementation and the part it plays in the School Development.*
3. *To develop comprehensive Schemes of Work which include a range of teaching and learning styles providing a rich experience for students, and to*

incorporate a variety of assessment methods at key points to enable accurate judgements on progress.

4. To develop Faculty strategies for the students' spiritual, moral, social and cultural development.
5. To monitor and evaluate the teaching in the Faculty; take the initiative in identifying strategies to support consistency of practice and be a Lead Practitioner in the team.
6. To develop Faculty strategies and procedures (using national and School guidelines) for teaching and learning for students with special educational needs.
7. To work with the SENCO to ensure PLPs are used to set subject-specific targets, and to match curricular materials and approaches to student needs.

### **Stock/Resources/Budget**

1. To support in the management of the Faculty stock, teaching resources and finances efficiently, and to obtain best value for money.
2. To maintain an inventory of all equipment items and to support the Director with the annual stock audit.
3. To carry out stock disposal in accordance with Faculty and school policies.
4. To store equipment such a way as to enable quick and easy access by all staff (and students where appropriate).

### **Liaison/Communication**

1. To meet regularly and work with the 'SLT link' for professional support and to develop effective Faculty leadership.
2. To support the Director in overseeing and monitoring the accuracy of exam entries and concession arrangements, and to work effectively with the exam officer.
3. To act as a contact regarding issues relating to the subject in the absence of the Director of Mathematics.
4. Where appropriate to liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all students.
5. To liaise with other faculties in order to develop integrated schemes of work.
6. To inform staff about new developments and ideas related to the subject through Faculty meeting agendas, etc.
7. To co-operate with the Health and Safety management and inspection process.
8. Where appropriate to support the Director in the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
9. To provide helpful and accurate responses to parent/carer enquiries.

### **Professional Development**

1. To help provide or organise CPD training for the Faculty staff (teaching and non-teaching) as appropriate.

2. To support the Director in the provision of Faculty day-to-day responsibility for the monitoring, support and assessment of trainee (ITT) and Early Career Teachers (ECTs).
3. To help the Director in identifying development opportunities for staff within the Faculty.
4. Where appropriate to delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
5. To help the Director in the use of the Performance Management cycle to enhance the professional development aspirations of colleagues.
6. To personally keep up to date with developments and new ideas related to the subject.

The Middle Manager of Mathematics also has the following duties in addition to those of a classroom teacher:

## **SECTION 2 – MATHEMATICS SPECIFIC DUTIES**

To be decided at interview dependent on the successful applicant's experience and expertise.

1. Consult, produce and regularly review the Mathematics Faculty manual, which should state the agreed procedures, practices and aspirations of the Faculty. The manual should be word processed, held in a ring-file, actively used by staff and focus on:
  - Aims and Objectives for Mathematics
  - Assessment, Recording & Reporting.
  - Student Inclusion (SEN, Gifted & talented, Students with English as a second language, Gender, Multicultural, Differentiation, etc.) Citizenship.
  - The range of appropriate learning styles
  - Health and Safety.
2. To manage the Faculty's contribution to the School's Newsletter, "The Wave" including articles about sporting successes.
3. To oversee the running of extra-curricular Mathematics activities.
4. To work with the Director in overseeing KS3 Mathematics and being responsible for data analysis and providing to Senior Leadership student progress and intervention effectiveness.

This job description will be reviewed annually 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.

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