



St Edmund Arrowsmith
Catholic High School
Prepare the way of the Lord

JOB TITLE: HEAD OF MATHEMATICS DEPARTMENT

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for teachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

GENERAL DUTIES

The education and welfare of a designated class/group of pupils in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the Governing Body. To share in the corporate responsibility for the well being and discipline of all pupils. To share in the corporate responsibility for the development of the whole school.

1. **INTRODUCTION**

1.1 **Job Purpose:**

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress.
- Be accountable for student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's aims and curricular policies.
- Be accountable for leading, managing and developing the subject/curriculum area.
- Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

1.2 Line Management: Accountable to the Headteacher and SLT Team; Governing Body
Responsible for teaching staff and specified support staff within the Department.

1.3 Liaising With: Headteacher, School Leadership Team, other Heads of Department, pupil support services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

1.4 Salary Scale: Qualified Teachers' Pay Scale and TLR 1(b)

2. **TEACHING:**

- 2.1 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.
- 2.2 Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required.
- 2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- 2.5 Undertake a designated programme of teaching.
- 2.6 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7 Prepare and update subject materials.
- 2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus.
- 2.9 Maintain discipline in accordance with the school's procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 Undertake assessment of students as requested by external examination bodies, departmental and school procedures.

- 2.11 Mark, grade and give written/verbal and diagnostic feedback as required.
- 2.12 Provide an excellent environment and culture for learning in the classroom.
- 2.13 Ensure own practice is of a high standard and continue to develop your professional skills and knowledge.
- 2.14 To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy.
- 2.15 To promote and inspire learners through planning which takes into account the needs and progress of all, creativity in the classroom, vocational support and Assessment for Learning.
- 2.16 Actively seek student voice/feedback to raise standards.
- 2.17 To involve the Higher Level Teaching Assistant in planning to provide high quality individual support with targeted intervention.
- 2.18 To ensure Health and Safety standards are met and risk assessments carried out and recorded

3. STRATEGIC/OPERATIONAL PLANNING

- 3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- 3.2 Be responsible for the day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- 3.3 Monitor actively and follow up student progress.
- 3.4 Implement school policies and procedures, e.g. equal opportunities, health and safety.
- 3.5 Work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 3.6 Lead and manage the planning function of the department, and ensure that the planning activities of the Department reflect the needs of students within the subject area, SIP/DDP and the aims and objectives of the school.
- 3.7 Ensure that health and safety policies and practices, including risk assessments, throughout the Department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety/Business Manager.

4. CURRICULUM

- 4.1 Liaise with the SLT line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments school self-evaluation and the School Improvement Plan.
- 4.2 Be accountable for the development and delivery of the curriculum area.

5. CURRICULUM DEVELOPMENT

- 5.1 Lead curriculum development for the whole department.
- 5.2 Keep up to date with national developments in the subject area and teaching practice and methodology.
- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the Assistant Head (Teaching and Learning) to maintain accreditation with the relevant examination and validating bodies.
- 5.5 Be responsible for the development of key skills in curriculum area.

6. STAFFING

- 6.1 Work with the SLT line manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue own professional development as agreed with Headteacher/SLT line manager.
- 6.3 Be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- 6.4 Undertake Performance Management Review(s) and act as reviewer for a group of staff within the designated department.
- 6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the SIMs Officer/Lead Cover Supervisor to secure appropriate cover within the department.
- 6.6 Participate in the interview process for teaching posts when required and ensure effective induction of new staff in line with school procedures.
- 6.7 Promote teamwork and motivate staff to ensure effective working relations.
- 6.8 Participate in the school's ITT programme.
- 6.9 Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

7. QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Establish the process of the setting of targets within the department and work towards their achievement.
- 7.3 Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- 7.4 Contribute to the school procedures for lesson observation.

- 7.5 Implement school quality procedures and ensure adherence to those within the department.
- 7.6 Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 Seek/implement modification and improvement where required.
- 7.8 Ensure that the department's quality procedures meet the requirements of self-evaluation and the School Improvement Plan.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.
- 8.3 Identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the department.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the SLT (Teaching and Learning) and the Senior Learning Co-ordinators, manage the department's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the departmental performance and development.

9. COMMUNICATIONS AND LIAISON

- 9.1 Ensure that all members of the department are familiar with its aims and objectives.
- 9.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 9.3 Oversee the liaison with partner schools, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.4 Represent the department's views and interests.
- 9.5 Contribute to the planning and delivery of school liaison activities.
- 9.6 Lead the development of effective subject links with partner schools and the wider community.
- 9.7 Promote actively the development of effective subject links with external agencies.

10. MANAGEMENT AND RESOURCES

- 10.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 10.2 Work with the SLT line manager in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

11. PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students within the department.
- 11.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 Act as a Form Tutor, if requested, and carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 11.4 Contribute to Personal Development, Citizenship and Enterprise according to school policy.
- 11.5 Ensure the behaviour management system is implemented in the department so that effective learning can take place.

12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, supporting its Catholic Christian mission and ethos and encourage staff and students to follow this example.
- 12.2 Support the school in its provision of all aspects of spiritual development, including acts of worship, masses, assemblies and prayer groups.
- 12.3 Contribute to the ethos of the school in encouraging and building relationships which are mutually respectful, recognising the sanctity of human life.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.