

Job Description	
Department	Mathematics Department
Post Title:	Head of Maths
Salary Scale/Range	L7- L11 (£58,118- £64,129)
Hours	Full Time
Permanent/Fixed Term	Full Time, Permanent
Posts Responsible to	SLT Link
Posts Responsible for	Teachers of Maths
<p>Job Purpose:</p> <p>The prime responsibility of the post of Head of Mathematics is to lead and co-ordinate high quality teaching and learning to ensure every student's potential is maximised. Whole school leadership, innovation and vision are required to develop the school.</p> <p>You will be able to:</p> <ul style="list-style-type: none"> • Inspire, motivate and challenge students and staff, supporting their individual development • Raise the academic achievement of all learn in Maths across both key stages • Effectively lead the Maths team to outstanding • Manage the day to day to running of the Maths department • Work with colleagues at all levels and contribute to the school's improvement <p>Strategic Direction</p> <ul style="list-style-type: none"> • To contribute on a whole school level to the school's priorities • To provide the vision for the long-term future of the Maths department • To develop and implement effective policies and practices for the Maths department which reflect the school's commitment to high achievement and success for all • To establish, short, medium and long term plans for the development and resourcing of the science curriculum, through the School Development Plan • To be committed to continual improvement • To contribute to the schools strategic development of STEM 	

Key Accountabilities/Primary Responsibilities:

Tasks that may be carried out in this role include, but are not limited to:

1. Principal Accountabilities – The HOD will:

- a) Provide professional leadership, advice or guidance for teachers of Maths to promote excellent learning that achieves high outcomes.
- b) Lead and monitor the quality of learning and teaching in the Department to ensure learning is of a consistently high standard.
- c) Provide relevant and appropriate challenge and support

2. Principal Teaching Responsibilities

- a) Lead and monitor learning within the Department to ensure adaptive teaching and a differentiated approach to enhance the progress of each student.
- b) Lead, implement and review the annual self-evaluation of the Department and contribute to external reviews of the department.
- c) Keep fully abreast of all subject developments offered by the Department. Undergo appropriate advanced training to support this development role.

- d) Monitor curriculum provision and development within the Department and line manage accordingly.
- e) Convert school strategy through the production and monitoring of an annual Department improvement plan and contribute to the Development Plan.
- f) Create, monitor and review Schemes of Learning for the Department.
- g) Lead, monitor and review the implementation of school policies within the Department
- h) Innovate and lead curriculum initiatives to improve learning
- i) Ensure student attainment, progress and pace of learning are tracked. Ensure systems are in place for regularly reviewing tracking data. Use tracking data to enhance the learning and teaching students receive. Use tracking data to set individual student targets and class targets.
- j) Ensure examination preparation and entries for students are accurate and within the school's deadlines
- k) Monitor and manage all Department contributions to written reviews, reports and references for students as appropriate
- l) Establish and maintain links with partner schools and develop active partnerships with local businesses and other educational institutions to enhance the opportunities available to students
- m) Ensure there is a full program of enrichment in the curriculum and via extra-curricular activities to provide opportunities for students and staff to develop and improve skills and enjoyment within Performing Arts.
- n) Using professional expertise, take a full and active role in whole department events, to ensure a high-quality delivery.

3. Evaluation of Learning

- a) Carry out staff Appraisal Reviews and Appraisals in line with school or Education Department
- b) Ensure teaching and learning is regularly reviewed via the school's QA procedures, learning walks, mark book reviews, student work reviews and other means
- c) Advise the member responsible for INSET on the training needs of those within the Department team.
- d) Monitor and review the training programs of teachers to ensure INSET and CPD is fit for purpose

4. Departmental Administration

- a) Monitor and review budgetary and resource management within the Department to ensure good practice and value for money
- b) Lead and develop throughout the Department an approach to Health and Safety in line with the current best practice and keep the safe well-being of staff and students a high priority.
- c) Manage the efficient use and provision of Department areas are well presented, relevant and contemporary
- d) In consultation with the Deputy Head, be proactive in the promotion of the Department internally and externally through frequent media releases, use of the website (VLE) and school newsletter and internal announcements.

5. Departmental Communication

- a) Attend and contribute to Heads of Department meetings to ensure effective flow of information to and from the Department.
- b) Ensure an effective flow of communication between members of the Department team and also from and to other teams in the school
- c) Attend appropriate INSET training on new or developing courses where relevant
- d) Promote the very best professional characteristics across the school by leading through example and having high expectations of staff and students
- e) Create excellent student-teacher relationships through engaging approaches to learning but have in place robust strategies to support students in their approach to learning.

6. Other

- a) Undertake any other task as may be reasonably requested by the Headteacher.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

- The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

- The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.