



Job Description

Post Title: Head of Mathematics

Hours of work: Full Time

Salary: MPS/UPS

Contract: Permanent

To commence: September 2020

1. PURPOSE AND SCOPE

- 1.1 To help devise, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to lead a designated core curriculum area;
- 1.2 To monitor and support the overall progress and development of students as a teacher and Form Tutor;
- 1.3 To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential;
- 1.4 To contribute to raising standards to student attainment;
- 1.5 To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth;
- 1.6 To lead a team of core subject colleagues and to develop their practice with targeted support and CPD.

2. ORGANISATIONAL RELATIONSHIPS

Responsible to the Senior Line Management colleague and Executive Headteacher.

3. TEACHING

- 3.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes;
- 3.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned students;
- 3.3 Set and mark work to be carried out by the student in school and elsewhere;
- 3.4 Participate in arrangements for preparing students for external examinations.

4. WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- 4.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the School's values and vision;
- 4.2 Work with others on curriculum and/or student development to secure co-ordinated outcomes;
- 4.3 Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

5. HEALTH, SAFETY AND DISCIPLINE

- 5.1 Promote the safety and well-being of students in accordance with the School's Child Protection and other relevant policies;
- 5.2 Maintain good order and discipline among students in accordance with the school behaviour policy.



6. MANAGEMENT OF STAFF AND RESOURCES

- 6.1 Direct and supervise teaching and support staff assigned to you;
- 6.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff;
- 6.3 Deploy resources delegated to you in accordance with School policies.

7. PROFESSIONAL DEVELOPMENT

- 7.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff;
- 7.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

8. COMMUNICATION

- 8.1 Communicate with students, parents and carers in accordance with the School ethos, policies and practice.

9. WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS

- 9.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- 9.2 Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

10. FULFIL WIDER PROFESSIONAL RESPONSIBILITIES

- 10.1 Make a positive contribution to the wider life and ethos of the School.

11. UPPER PAY RANGE ACCOUNTABILITIES

- 11.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation;
- 11.2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential;
- 11.3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications;
- 11.4 Have up to date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs;
- 11.5 Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher;
- 11.6 Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people;
- 11.7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge;



- 11.8 Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice;
- 11.9 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.

12. ADDITIONAL ACCOUNTABILITIES FOR THE MAXIMUM OF THE UPPER PAY RANGE

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:-

- 12.1 Play a critical role in the life of the school;
- 12.2 Provide a role model for teaching and learning;
- 12.3 Make a distinctive contribution to the raising of student standards;
- 12.4 Contribute effectively to the work of the wider team;
- 12.5 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors, emailers and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The above are a Main Pay Range Teachers Responsibilities (Teacher and Accomplished Teacher) as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document, and as may be amended by subsequent Documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher: In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Expert Teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 and, if you are paid at the maximum of the Expert Teacher Pay Range, Accountabilities under paragraph 10.