



SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

Job Description

Job Title:	Head of Mathematics
Location:	Solihull Alternative Provision Academy
Salary Band:	Teacher's Upper Pay Scale + TLR2b
Contract:	Permanent, hours per week are negotiable up to Full Time (32.5 Hours per week)

Overall Responsibility

The Head of Mathematics will:

- Oversee and review the smooth and efficient day-to-day running of the department.
- Develop of appropriate schemes of work, (syllabi, materials and teaching strategies) in line with the National Curriculum, Department Schemes of work and the school's aims and objectives.

Principal responsibilities

- Have responsibility for the delivery of the curriculum. This includes ensuring that the teaching and learning within the curriculum area accords with whole school policies, agreed programme of study and agreed planning documents.
- To contribute to the teaching of Mathematics in ways which encourage learning within the aims and policies of the school and department and the curriculum area;
- Planning and preparing schemes of work for pupils assigned to you, in keeping with the policies and programmes of study in force in the department;
- Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work carried out by those pupils;
- Assessing, recording and reporting on the development, progress and attainment of pupils assigned to you;
- Communicating and consulting with the parents of pupils assigned to you in accordance with the arrangements for communication published by the school;
- Having an awareness of the baseline data for each pupil in the class and tracking progression in line with National expectations;
- Reviewing from time to time your methods of teaching and the schemes of work, keeping up to date with subject and professional developments and participating in arrangements, as appropriate, for your further training and professional development as a teacher;

- Providing guidance and advice to pupils on educational and social matters and on their future careers, including sources of more expert advice on specific questions;
- Participating in arrangements, as appropriate, for public examinations;
- Participating, as a member of a departmental team, in the team management of the department and assisting the effective running of the department through the discharge of such tasks as the Faculty Lead - Maths may reasonably delegate;
- In accordance with school policies on behaviour and uniform, taking all reasonable steps to maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere;
- Recording and reporting the absence of pupils from teaching groups in accordance with school procedures;
- Assisting in the development and maintenance of an attractive learning environment by producing materials for display in classrooms and around the school;
- Ensuring that the teaching room for which you have responsibility is appropriately organised and properly looked after.

General Duties

- To carry out a share of supervisory duties in accordance with published rosters;
- To participate in the meetings arranged with colleagues, parents and others, relative to the above duties;
- To cover for absent colleagues as agreed in the school's cover policy;
- To participate in arrangements made for the Appraisal under the Multi Academy Trust Appraisal Policy;
- To participate in pupil review.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare;
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with incidents that are seen or reported regarding pupils' welfare;
- Report incidents and concerns to the Pastoral team.

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school;
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available;
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

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.

Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive Officer, the Director of Education, the Principal or the incumbent of the post.