



## **MATHS Key Stage 3/ 4 Head of Department**

### **JOB DESCRIPTION**

Reporting to: Head of School and Executive Headteacher

Contracted working time: Full full time.

Salary Grade: Main Scale + TLR 2a + SEN allowance

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#### **Job Purpose**

- To be accountable for the development and improvement of the Maths curriculum across the school
- To track pupil progress in Maths and be accountable for the achievements of all students
- To lead the development of Maths teaching
- To work closely with senior staff to ensure that strategies are in place to maximise achievement and address underachievement of all students
- To lead, manage, motivate and develop team members
- To teach range of other subject including Maths to reasonable level

#### **Responsibilities and Accountabilities**

##### **Developing and improving the Maths curriculum**

- To maintain an overview of the Maths curriculum as it is experienced by students across the school and to lead the development of teaching and learning in Maths
- To effectively track pupil progress and evaluate results
- To liaise with staff regarding the academic needs of students in the relevant cohorts at least ½ termly
- To address progress concerns quickly and take appropriate action where monitoring and evaluation reveal underachievement or particular issues
- To coordinate effective interventions for high performing pupils as well as those under performing
- To support the training and development of teachers skill sets to improve Maths outcomes across the school
- To effectively use non-contact time to focus on activities which will support students in their academic progress

### **To support students**

- To foster positive relationship with all members of the group whereby each student can turn to you for support and guidance when needed
- To be a high profile member of staff around school and a positive role model in terms of challenging infringements of school rules and insisting on high standards of conduct and behaviour
- To support the school ethos
- To liaise effectively with external agencies as required to support individual students
- To prepare reports and references for students as required
- To liaise with the appropriate staff to ensure the smooth running of external or internal exams for the group and to coordinate effective support from the staff team

### **To ensure effective liaison with parents**

- To respond to parental communication and be available for effective home-school liaison
- To attend parent meetings as required and produce academic/ social/ behavioural reports as necessary

### **Resources**

- To effectively manage Maths budget in order to progress school improvement priorities and meet the school's aims
- To bid for resources as part of the School Improvement Planning process
- To effectively manage physical resources, stock and accommodation in order to ensure an ambience conducive to learning
- To ensure that risk assessments and H&S checks are carried out in line with school policy

### **Strategic Leadership**

- To assume responsibility for Maths, carrying out and evaluating the Maths Improvement plan as an annual cycle
- To plan the development of staff expertise to achieve Improvement Plan objectives
- To monitor and evaluate the contribution and impact of team members to school improvement

### **Whole School Contribution**

- To contribute to the development of whole school policy
- To support the school, aims, ethos and policies

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To continue personal professional development.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned above.

This job description is carried out in accordance with provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunity 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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Each school leader may have specific duties on top of these generic ones.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Disclosure level: Enhanced**