



JOB DESCRIPTION



Job Title:	Head of Maths
Reporting to:	Director of Maths
Salary:	United Learning PayScale (Competitive with MPS/UPS) Plus TLR ranging from £6,000 - £8,000 depending on experience.
Contract:	Permanent, United Learning Contract

Role Purpose: The Head of Maths will lead, manage and develop the department, and support maximising student achievement and progress.

Line Management

- Line manage and review Second in Maths and other main scale Maths teachers.

Main Duties.

- Implementation and Quality Assurance of KS4 raising attainment plan for Maths, including Y11 setting, interventions, tutor time, Period 6 and tutoring.
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- To work across the department, delivering effective lessons and intervention to key groups of students, modelling outstanding Teaching and Learning within the department.
- Day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Support in the use of data to drive improvement, line management and coaching effectively to identify students who are underachieving in the subject, and create and implement effective plans to support those students where necessary
- Analyse and interpret relevant national, local, and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets, and teaching methods
- Support Director of Maths in monitoring the progress made in achieving DIP and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Promote and celebrate student and department success via newsletters, assemblies, displays and evaluative reports.
- To support Curriculum Leaders on evaluation of tutoring programmes, intervention, Teaching and Learning and departmental action plans.

- To contribute to collaborative curriculum planning and teaching resources – develop high quality revision materials for lessons and intervention sessions.
- To actively promote equality of opportunity for staff and students.
- To contribute to marking and moderation of assessments and provide feedback on accuracy of marked student scripts.
- Raising student outcomes within the department by providing advice and support on a range of raising attainment strategies
- Be accountable for the development and delivery of subject throughout the academy
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Manager/relevant staff.
- To deliver high-quality CPD to staff within the department.

Teaching and Learning

- Deliver a curriculum ensuring clarity on intention, implementation, and impact.
- Ensure curriculum coverage, continuity, and progression in the subject for all students, including more able students, students with special educational needs and students with English as an additional language
- Make sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students
- Use instructional coaching and TLAC strategies to drive improvement.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students
- Ensure effective development of students' literacy, numeracy, and IT skills through the subject
- Establish and implement clear policies and practices for assessing, recording, and reporting on student achievement, and for using this information to recognise achievement, set targets, and secure good progress
- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure effective development of students' individual and collaborative study skills
- Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress, and targets

Leadership and Management

- Monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- Assist with the selection and recruitment of new teaching staff.
- Hold clear-line management PDR meetings and maintain all agendas and minutes.
- Help staff to achieve constructive working relationships with students and parents
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through teamwork and mutual support; devolving responsibilities and delegating tasks, as appropriate
- Sustain your own motivation and, where possible, that of other staff involved in the subject
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
- Audit training needs of subject staff
- Plan and deliver trips and visits for students associated with Maths Department or Curriculum.
- Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, local authority, subject associations
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- Enable teachers to achieve expertise in their subject teaching
- Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health, and care plans are used to set subject-specific targets and match work well to students' needs
- Providing an approachable, authoritative and visible presence in and around the department to provide support for staff, students, parents and the local community.
- Performing other duties determined in discussion with the Principal and Vice Principal.

General

- To ensure that the vision and ethos of Irlam and Cadishead Academy is understood and valued by all staff and pupils through informed and consistent leadership.
- To lead and support staff and pupils to achieve continued high performance at all levels.

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the academy and beyond.
- To represent the academy at events as appropriate.
- To support and promote the academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.