



## Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Head of Department
Reports To	A member of SLT
Contract Type	Permanent
Working Pattern (Days)	Monday – Friday, Term-Time
Working Hours (Time)	32.5
Unpaid Breaks	1 hour lunch unpaid
Pay Range	MPS / UPS

### Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each student in a caring, stimulating and challenging environment so that each student is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each student both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

### Job Purpose

The purpose of the role is to be responsible for all matters relating to the teaching and learning of Mathematics at Watford Grammar School for Girls.

### Main Duties & Responsibilities

The **Head of Mathematics** will

- be accountable for leading, managing, developing Mathematics and associated pupil development across the Key Stage 3, 4 & 5 curriculum;
- ensure that there is an impact on the progress of pupils beyond their assigned pupils;
- lead, develop and enhance the teaching practice of departmental staff;
- have line management responsibility for all departmental staff, including those with specific responsibilities within the Mathematics Department;
- actively promote the love of maths throughout the school and beyond the curriculum;
- directly or indirectly manage and lead the range of maths-based competitions, extra-curricular activities and trips;
- ensure that the department has a high profile within the school.

The responsibilities of all **Heads of Department** are:



### **Watford Grammar School for Girls**

- the strategic direction and development of the subject;
- contribute to a whole-school culture and climate in which staff and pupils develop and sustain positive attitudes towards the subject;
- serve as a role model for high-quality teaching and for maintaining high expectations of all pupils;
- build a collaborative team where effective practice is shared, and meeting time is used purposefully to raise achievement and support pupils' personal development and wellbeing;
- promote, manage, and take responsibility for maintaining high standards of pupil behaviour;
- implement the school's reward systems and ensure they are used consistently and effectively by all staff to recognise positive pupil performance;
- ensure clear and effective communication with parents and carers, keeping them informed about curriculum developments and their children's progress;
- careful and regular monitoring of the staff within the Department, ensuring they are working to school policies, contributing to school and Departmental targets and working to help every pupil to achieve her best;
- setting internal examinations and liaising with external examining boards;
- attending Middle Leader meetings and communicating the work of the Department to the school at large and vice versa.
- setting clear departmental targets in line with whole school aims and targets and in consultation with departmental staff; translating the departmental targets into targets for the pupils; developing a process to measure actual achievement against the targets.
- providing guidance on the effective deployment of resources to ensure that there are clear links between the targeted educational outcomes and the allocation of resources. To oversee the ordering of materials.
- assisting in the recruitment of staff;
- take responsibility for the effective deployment of staff and ensure appropriate arrangements are in place during their absence.
- ensure that the department's learning spaces, resources, and equipment are well maintained and kept in good order.
- provide a stimulating learning environment, including maintaining displays that promote curiosity, engagement, and learning.
- conduct an annual Departmental Evaluation and complete the Departmental Evaluation Form (DEF) in consultation with departmental staff.
- stay informed about national developments in the subject area, including advances in teaching practice and methodology.

A Head of Department will teach a designated number of lessons to GCSE, AS and A Level pupils; in this context, the responsibilities of a **classroom teacher** are :

- the progress of the pupils they teach;
- the quality of teaching within lessons;
- the behaviour and attainment of pupils in lessons;
- the reporting the progress of pupils to parents;

All teachers are expected to be Form Tutors and to teach PACE/Forum.

### **Notes**



### **Watford Grammar School for Girls**

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.