



# Kenilworth Multi Academy Trust

ASPIRING TO EXCELLENCE THROUGH QUALITY, AMBITION AND INDEPENDENCE

## JOB DESCRIPTION

**Job Title:** Head of Maths

**Salary Grade:** Leadership 8 - 12

**Hours/Weeks** Hours by arrangement with Management to meet the needs of the Trust.

**Location:** The Westwood Academy and any school sites associated with the Trust

**Line Manager:** Assistant Headteacher

**Tenure:** Permanent

### Core Purpose:

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

To ensure the effective development and to raise achievement in Maths in line with the School Strategic Development Plan and the Mission and Values.

### Responsibility for people (other than employees supervised/managed)

The post has considerable impact on the well-being of individuals or groups both directly and through its contribution to the development of policies which have a direct impact on pupils.

### Responsibility for staff:

The post has some responsibility through advising, guiding, directing and co-ordinating the actions of other staff.

### Responsibility for budget:

The post has no direct responsibility for financial resources

### Responsibility for physical resources:

The post has some responsibility for physical resources in terms of record keeping and the maintenance of data in line with GDPR and Data Protection Act.

## **Typical tasks, duties and responsibilities:**

In addition to the requirements of a Class Teacher:

### **Strategic Leadership:**

- Have secure knowledge and understanding of whole school/Trust aims, priorities and targets and the contribution that the Department must make to raise attainment, improve behaviour management and discipline and preventing bullying and racial harassment.
- Make an active contribution to the policies and practices of the school/Trust and develop Department policies and practices to support them.
- Lead all members of the Department in its understanding and implementation of statutory and whole school/Trust curriculum requirements and the requirements for assessment, recording and reporting of students' attainment and progress.
- Work with teachers in the Department to produce short, medium and long term plans for the development and resourcing of the Department that reflect whole school/Trust development aims and attainment targets.

### **Leading and managing teaching and learning:**

- Lead the Department in its understanding of the characteristics of high quality teaching, develop strategies for improving and sustaining high standards of teaching and learning and achievements for all students.
- Ensure curriculum coverage, continuity and progression in the subject for all students including those of high ability and those with special educational needs.
- Lead and manage the development of schemes of work that will ensure suitable curriculum coverage and the development of subject related skills and knowledge.
- Provide guidance for colleagues on the choice of appropriate teaching and learning methods to meet the needs of the subject and the learning needs of all students.
- Ensure that the subject contributes to the development of students' literacy, numeracy and ICT skills and their understanding of their role as responsible and caring citizens.
- Ensure that teaching strategies used in the Department support students to develop as independent learners.
- Lead the Department in analysing and interpreting relevant national local and school/Trust data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Establish Department assessment policy and practice for Maths in line with whole school/Trust policies for assessment, recording and reporting.
- Make effective use of all assessment information to recognise and celebrate achievement and set challenging targets for future learning and attainment.
- Ensure that information about students' prior attainment including KS2 data is used effectively to monitor and evaluate progress.
- Use a range of strategies including work scrutiny and lesson observation to monitor and evaluate the quality of teaching and learning in the Department

and identify areas of good practice and areas for improvement. Identify and implement action needed to secure improvement.

- Ensure that there is effective transition from KS4 to KS5 and that provision for 14-19 meets the needs of all students.
- Oversee the development of Literacy/reading in the Maths department.
- Oversee SMSC within the subject area.
- Oversee careers development and Gatsby benchmarks within the subject area with support from other professionals.
- Ensure that the curriculum, policy and practice within the Department supports the school/Trust's commitment to inclusion and that the possible impact on learning of gender, social and economic circumstances, ethnicity, disability and late entry to the school/Trust is monitored and suitable action taken to promote opportunity for all.

### **Management and working with staff and other adults:**

- Develop effective working relationships with all colleagues, including technicians, teaching assistants and associate staff.
- Ensure that the Department is managed in such a way as to support colleagues to plan their workload effectively and that they have the support and resources to achieve their objectives.
- Work closely with colleagues who have responsibility for supporting the attainment of students including the SENDCO, other Heads of Department, form tutors and Year Heads.
- Support teachers to develop constructive relationships with students.
- Appraise staff as required by the school/Trust policy on Performance Management and use the process to develop the professional effectiveness of the teacher and make recommendations about pay progression where appropriate.
- Ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to trainees and ECT induction standards, career entry profiles and professional standards.
- Lead professional development through example and support.
- All staff should adhere to reasonable management instruction.

### **Managing Resources:**

- Organise and co-ordinate the development of teaching resources within the Department including textbooks and ICT and monitor effectiveness.
- Work with the Headteacher/Deputy Headteacher or CEO to establish staffing needs and priorities and staff deployment to achieve the objectives of the Trust and achieve value for money.
- Advise the Headteacher and senior managers about technical support needs for the Department and deploy staffing to ensure that they support the effective teaching of the subject.
- Work with the identified person with responsibility for health and safety to ensure that all requirements are met within the Department to ensure the safety of teachers and students.

## **Developing relationships with parents, the wider community including business and industry:**

- Lead the Department in developing relationships with parents to involve them in their child's learning and provide information about the curriculum, attainment and progress towards targets.
- Develop effective links with the local community including business and industry in order to extend the subject, develop wider understanding and support the school/Trust's commitment to citizenship and work related learning.
- Ensure that the Department develops strong links with similar departments within the Trust, the Local Education Authority and other relevant organisations to explore, develop and share best practice and keep abreast of current developments in subject related curriculum strategies.

## **Key Competencies**

- Lead professional, excellent teacher secure in his or her own practice.
- Able to use data effectively to evaluate performance, set targets and raise standards.
- Excellent written and verbal communication skills with a wide range of people and in differing circumstances.
- Energetic, enthusiastic and inspirational
- Competent and regular user of ICT, both to enhance teaching and learning and to improve personal organisation and management.
- Able to deal effectively and appropriately to issues.
- Can use a range of leadership styles to effect change.
- Delegates effectively to colleagues and manages their own time effectively. Understands the importance of a healthy work/life balance.
- Can relate to and enjoys working with children.
- Sound organisational skills and able to work to deadlines.
- Thorough understanding of curricular issues relating to subject portfolio and up to date with educational developments generally.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### **Child Protection and Safeguarding:**

- Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.
- As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the Trust's safeguarding arrangements.

### **Data Protection:**

- To be aware of the Trust's responsibilities under the Data Protection Act and General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with these as relevant to this role.

### **Confidentiality:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as alleged bad practice or mismanagement.

Signed .....Date.....  
(Post-holder)

Signed.....Date.....

## Person Specification

Personal Qualities, Qualifications and Experience		Essential	Desirable	Application	Interview Process
1	Right to work in the UK	✓.		✓.	
2	Qualified Teacher Status	✓.		✓.	
3	A good honours graduate	.	✓.	.	
4	Evidence of CPD	✓.	.	.	
<b>Professional experience and knowledge</b>					
1	A sound knowledge and creative flair for their own teaching subject	✓.		✓.	✓.
2	A good understanding of strategic planning processes to meet the needs of the department in the medium and long-term future	✓.		✓.	✓.
3	An understanding of the importance to raise standards within the department.	✓.		✓.	✓.
4	An understanding of effective strategies to lead change and innovation in a department.	✓.		✓.	✓.
5	An ability to analyse and interpret data from internal data systems drawing robust conclusions from it.	✓.		✓.	✓.
6	Ability to apply knowledge to develop strategies for effective communications.	✓.		✓.	✓.
7	Minimum experience of four years in teaching.	✓.		✓.	✓.

8	Experience of leading a whole school or extra-curricular activity		✓.	✓.	✓.
	<b>Skills and Abilities</b>				
1	The ability to lead and work as member of a team in a purposeful manner.	✓.		✓.	✓.
2	Ability to use and interpret data to raise achievement	✓.		✓.	✓.
3	The ability to demonstrate a consistent commitment to high standards	✓.		✓.	✓.
4	Ability to build and maintain a high performing and cohesive team		✓.	✓.	✓.
5	Ability to prioritise a varied workload	✓.		✓.	✓.
6	Have strategic vision for the department	✓.		✓.	✓.
7	Ability to manage change	✓.		✓.	✓.
	<b>Strategic Development</b>				
1	Involvement in development planning	✓.		✓.	✓.
2	Ability and potential to lead meetings effectively	✓.		✓.	✓.
3	Experience of raising academic standards across the key stages	✓.		✓.	✓.
4	Ability to develop and implement policies and practices which reflect the school's commitment to high achievement effective teaching and effective learning	✓.		✓.	✓.
5	Involvement in the formulation of departmental, whole school aims and Trust wide policies and practices		✓.	✓.	✓.
6	Involvement in self evaluation.		✓.	✓.	✓.

	<b>Teaching and Learning</b>				
1	An excellent classroom practitioner with a willingness to learn new teaching methods and good track record of success in pupil examination results	✓.		✓.	✓.
2		✓.		✓.	✓.

	Experience of lesson observation and quality assurance				
3	Involvement in key areas of the Secondary National Strategy		✓.	✓.	✓.

	<b>Personal Qualities</b>				
1	Maintains confidentiality and discretion	✓.		✓.	✓.
2	Rigorous professional approach	✓.		✓.	✓.
3	A determination to deliver and be part of only the very best of learning activities	✓.		✓.	✓.
4	Flexibility and ability to lead an effective team of professionals	✓.		✓.	✓.
5	Creative and imaginative thinker	✓.		✓.	✓.
6	Confident, highly motivated and self sufficient	✓.		✓.	✓.
7	Focuses on school needs and satisfaction	✓.		✓.	✓.
8	Commitment to the safeguarding and welfare of all pupils	✓.		✓.	✓.
9	Promotes and defends equal opportunities	✓.		✓.	✓.
10	This post is subject to an enhanced Disclosure and Barred Service check, social media, overseas and references checks.	✓.			