

Post Title: Head of Mathematics

Directly Responsible to: Vice Principal

Core Purpose and Accountability

Key Purpose:

- To lead on every aspect of Teaching & Learning in the department with a focus on achievement.
- To lead on developing and enhancing the teaching practice of others.
- To help manage and deploy teaching/support staff, financial and physical resources within the department.

Key Responsibilities and Tasks

Operational and Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To actively monitor student progress and plan for any necessary intervention.
- To implement Academy Policies and Procedures.
- To work with colleagues to formulate aims, objectives and department development plans which will enable all students, regardless of background, to achieve their best in courses highly suited to their learning strengths and future pathways.
- To work with colleagues to develop teaching that is innovative, dynamic, personalised and of consistently high standard. Teaching will be tuned towards helping students become highly effective and passionate learners.

Curriculum Development

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

Deployment of Staff

- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To support the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the subject area.
- To contribute to the Academy procedures for lesson observations.
- To implement Academy quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

Communication

- To ensure that all members of the faculty are familiar with its aims and objectives.
- To ensure that there is effective communication/consultation as appropriate with the parents of students.

Management of Resources

- To assist in the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Pastoral System

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the Behaviour Management System is implemented in the department so that effective learning can take place.
- Assist members of the department with behaviour management as necessary.

Other Duties

- To play a full part in the life of the Academy community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To ensure that the classroom provides a positive learning environment including the use of stimulating displays, in line with the Workforce Agreement
- To take reasonable steps to protect the classroom, its furniture and equipment from damage. To support the Academy in meeting its legal requirements for worship
- To promote actively the Academy's corporate policies
- To continue personal development as agreed
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above may not be exhaustive. The principle is one of reasonableness. The duties required of teachers should be similar across all areas of the Academy. Managers will need to ensure that such requirements are comparable regardless of within which areas an individual teacher is working.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities 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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.