

Role Profile

Key responsibilities

- Lead and manage the Maths department in our secondary section.
- Lead on the teaching and learning of Maths in our secondary section.
- Formulate and communicate an up to date vision for the subject which is fully relevant for pupil needs.
- Develop and have strategic oversight for KS3, GCSE and A Level Maths curriculum and resources.
- Ensure the curriculum is a fully coherent and well-sequenced through-school curriculum. Ensure a logical development of content and skills across the through-school.
- Communicate the curriculum and provide thorough training via faculty meetings, directed time, PPA and other training opportunity.
- Evaluate the quality of the curriculum and implementation using lesson observation, book scrutiny and pupil voice.
- Use this evaluation to identify training needs and deliver the required CPD
- Take appropriate action to further improve the quality of teaching in this subject.
- Evaluate the impact of the curriculum and its implementation by regularly analysing and evaluating pupil progress data. Amend and update the curriculum and its implementation as needed.
- Use school, local, and national data to set pupil and school targets for improvement.
- Develop, implement and monitor an action plan for the subject which identifies clear intentions, time scales and success criteria.
- Chair regular department meetings, provide an agenda and keep a record of agreed actions. Hold people to account for these actions.
- Motivate and inspire staff by having an enthusiasm for the subject.
- Identify own knowledge gaps and the knowledge gaps of others and carry out the required research to fill these.
- Teach Maths to KS3, GCSE and Sixth Form pupils (as required).
- Use your own classes as an example of high-quality teaching and learning.
- Plan, teach and assess to ensure that pupils at all starting points make outstanding progress in Maths.
- Monitor pupil progress, ensuring secure teacher assessments inform pupil grouping and interventions effectively.
- Ensure that reporting is timely, accurate and effective.
- Research, promote and organise curriculum events, visits and visitors in Maths.
- Liaise closely with the primary section Maths Faculty Leader and make opportunities to learn from them.
- Liaise closely with other secondary section Heads of Department and make opportunities to learn from them.
- Maintain efficient and effective management and organisation of learning resources.
- Maintain effective and efficient management of the department budget
- Ensure that the SLT line manager is well informed about targets and plans.
- Ensure up to date curriculum information is presented on the school website.

Head of Maths

Whitefriars School

Generic responsibilities

- Be a highly effective teacher
- Run an extra-curricular club or activity
- Be a positive and dynamic role model for other members of the staff team
- Share responsibility for the school's standards and achievement, including pupil progress and the drive to improve outcomes
- Play an active part in the life of the school through meetings and high visibility to pupils, staff and parents, including at assemblies and meetings.
- Coach and mentor colleagues as appropriate.
- Contribute to the School Improvement Plan and school self-evaluation.
- Support the Federation's Directors with information and briefings as appropriate.
- With SLT colleagues, raise expectations and promote the school positively with all stakeholders.
- Maintain a thorough understanding of inclusion and safeguarding requirements.

Key Accountabilities

The postholder is line managed by a member of the Senior Leadership Team

Person Specification

Essential	Desirable
<p>Qualifications: Degree, QTS</p>	<p>Desire to undertake higher qualifications (e.g. Masters)</p>
<p>Experience: Successful experience as a teacher in the secondary age range Subject/Part subject leadership responsibility Experience of effective assessment, tracking and target setting systems Experience of supporting other colleagues to improve performance Experience of AS and A2 teaching</p>	<p>Experience of more than one school Experience of managing a budget and resources management</p>
<p>Professional Development: Knowledge of the secondary national curriculum Knowledge of a range of effective teaching resources Knowledge of safeguarding matters Knowledge of how to create an effective learning environment Excellent ICT skills Well aware of current national and local initiatives Track record of effective training</p>	<p>Professional development visits to other schools</p>
<p>Personal qualities: Unwavering belief in the potential of all pupils. Able to build excellent relationships with pupils and their parents Ambitious to take further leadership responsibilities Hardworking, smart and reliable role model Resilient, diligent and persistent when problem solving Very well-organised A positive and dynamic approach to school life Reflective and thoughtful with skills of critical analysis Ability to build and maintain positive relationships with a wide range of staff Flexible and creative in the management of change Kind</p>	<p>High level of self-reflection skills</p>