



## **ROLE DESCRIPTION FOR DIRECTOR OF MATHS**

**LINE MANAGED BY:**            **DEPUTY HEAD TEACHER**

### **SPECIFIC RESPONSIBILITIES:**

- To strategically lead Maths
- Continue to develop a love for the subject amongst staff and students
- Be responsible for ensuring that all students make at least expected progress in KS3, KS4 and KS5 Maths
- Maximise achievement for all students in Maths
- To close the attainment gap for all students in Maths
- Ensure the higher expectations and aspirations within the department
- Develop and implement appropriate high impact interventions in Maths. Develop, monitor and evaluate these at regular intervals
- Role model and continually develop teaching pedagogy and practice within the team
- Support the leadership team in ensuring students behave well and are supported
- Lead all developments/systems/structures/policies and procedures across the Maths department and ensure other responsibility holders undertake their duties effectively
- Constantly review and develop curriculum provision and to ensure detailed Schemes of Work are in place which match the abilities and needs of the students
- Report student progress in all key stages regularly to the Line Manager
- Work with and support all Maths staff to ensure at least 'good' Maths lessons are being taught all of the time
- Lead and implement new ideas and initiatives, offer appropriate CPD to support these
- Undertake any other reasonable duties to ensure the effective running of the Maths department
- Ensure consistency and rigour in the department
- To keep abreast of and disseminate changes and good practice in relation to Maths
- To work in collaboration with the Head Teacher, Governors, SLT and Lead Teachers, as appropriate, to achieve best possible practice in all aspects of Maths across the School

- To support all preparations for Inspection
- To be an outstanding model of teaching skills, leading to the highest standards of staff confidence
- To support the appraisal and performance related pay procedures

#### **GENERIC RESPONSIBILITIES:**

##### **Ensure a high quality of Teacher & Learning in defined area**

- Lead and implement new ideas and initiatives
- Offer appropriate training and support in new ideas and initiatives
- Coach team members to ensure a high quality of teaching and learning

##### **Ensure a high quality of Planning, implementation, monitoring and review in subject planning, appraisal and budgeting**

- Lead the department QA procedures
- Fulfil the role of Team Leader in the Appraisal cycle including:
  - Lesson Observations
  - Midyear reviews
  - Completion of review statements
- Monitor performance of the team and individuals through lesson observation and data analysis
- Ensure schemes of work reflect current initiatives both external and internal.
- Liaise with the Finance Manager to develop and monitor a budget plan
- Ensure adequate and appropriate work and support is available to Teacher & Learning supervisors in cases of absence.

##### **Ensure a high standard of student progress**

- Instil high expectations across the department at all levels
- Use data effectively to inform planning
- Aspire to add value to student progress
- Ensure curriculum planning offers appropriate opportunities to meet the needs of all students.
- Liaise with parents regarding student progress

##### **Ensure a high quality learning environment via:**

- Behaviour policy
- Display
- Resources
- Classroom management
- Physical Environment
- Risk assessments are carried out to comply with Health & Safety requirements

#### **GENERAL TEACHING RESPONSIBILITIES:**

##### **Ensure a high quality of Teacher & Learning in:**

- Preparation, planning and assessment
- Implementing new ideas and initiatives
- Work as a team member of ensure a high quality of teaching and learning
- Responding to current college initiatives

- Undertake any duties commensurate with the role as reasonably requested by the Head Teacher
- Be aware of relevant issues and ensure the safeguarding of the welfare of students
- To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person and the Head Teacher or if unavailable the designated safeguarding governor or a member of the Senior Leadership Team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health and Safety legislation

**Person Specification: Director of Maths**

	Essential	Desirable	Method of Assessment A, I, R
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous INSET and commitment to further professional development</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching in more than one school</li> <li>• Leadership experience (TLR holder) in more than one school</li> <li>• Constantly graded good / outstanding in lesson observations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience / understanding of KS5 provision</li> <li>• Experience of delivering meetings / CPD provision to others</li> <li>• Understanding of OFSTED processes and inspections</li> </ul>	A, I, R
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of the teacher standards and their application</li> <li>• Understanding of interpreting school level and national performance data in relation to Maths</li> <li>• Awareness of a teachers role in safeguarding of young people</li> <li>• Understanding the importance of effective marking and assessment</li> <li>• Understands the requirements for KS3/4 Maths curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the OFSTED framework and its influence in Maths</li> </ul>	A, I
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to deliver good or better lessons</li> <li>• Capable of leading and developing staff</li> <li>• Know how to engage students and how to promote a love of Maths</li> <li>• Can use creative teaching and learning pedagogy and practice to inspire staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Can share good practice credibly with others</li> <li>• Understand the principles of coaching</li> <li>• Solution Focussed</li> </ul>	A, I, R

<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• Has effective leadership skills</li><li>• Can work as part of a team</li><li>• Organised and proficient</li><li>• Able to articulate clearly and effectively</li><li>• Ability to earn respect from stakeholders</li><li>• Integrity, optimism and resilience</li></ul>	<ul style="list-style-type: none"><li>• Take part and lead in the wider school life</li><li>• Motivational of others</li><li>• Ambitious and willingness to progress further in career</li></ul>	I
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**Methods of Assessment**

**A = Application    I = Interview Process    R        = Reference**