



THE BRITISH
INTERNATIONAL
SCHOOL
Budapest, Hungary

JOB DESCRIPTION AND PERSON SPECIFICATION

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| JOB FAMILY: | The British International School Budapest, Secondary School. |
| JOB TITLE: | Head of Mathematics (Secondary). |
| JOB PURPOSE: | Be an outstanding classroom practitioner. Lead a team of specialist mathematics teachers to maximise progress and achievement of students. Key member of the middle leadership team. |
| REPORTING TO: | Deputy Head, Secondary. |
| KEY RELATIONSHIPS: | Secondary Heads of Department. |
| PACKAGE: | Competitive remuneration and benefits based on experience. |
| START DATE: | 15 TH August 2017 |

Core Requirements of the Post

The Head of Mathematics will aspire to the highest standards of professionalism and will, in particular:

- Generate excitement and passion for mathematics;
- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students to strive for the highest achievements;
- Promote the use of technology in the classroom to enhance learning;
- Be relentless in the quest for excellence, using achievement and progress data and lesson observations to seek out and promote excellent teaching;
- Ensure continuity across Primary and Secondary and contribute to the development of curriculum, pedagogy and teaching across the school;
- Build strong teams and create the conditions for staff to learn from each other;
- Continually strive to develop the quality of students' learning across the curriculum, particularly in relation to language development;
- Use student tracking and monitoring processes to advance student learning and enhance professional practice;
- Contribute to school improvement planning and the development of the curriculum;
- Develop and deploy curriculum, schemes and resources efficiently and effectively;
- Promote the school mission and values and those of the NAE family of schools.

Areas of Responsibility and Key Tasks

Planning, Teaching and Learning

Maximise learning by:

- Setting consistently high standards;
- Monitoring, evaluating and developing teaching;
- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Identifying and supporting individual and personal learning needs;
- Maintaining high levels of behaviour that encourage learning;
- Effectively using homework and co-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using technology to enhance and transform personalised learning opportunities.

Tracking, Assessment, Recording, Reporting

- Make effective use of a range of assessments to plan challenging learning opportunities for all students;
- Collect and use data to enhance teaching and learning;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to students, parents, form tutors and Head of Secondary;
- Conduct an annual external examination analysis contributing to the departmental improvement plan.

Student Care and Guidance

- Establish a purposeful and safe learning environment for all students;
- Promote the progress and well-being of all students;
- Take on the role of Form Tutor, when required;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents, liaising with other staff as appropriate.

Co-Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more after school activities each week;
- Participate in residential weeks and other trips as appropriate;

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school and NAE;
- Maintain an up-to-date knowledge of excellent pedagogy and curriculum;
- Be proactive in professional development to enhance students' learning;
- Meet responsibilities with regard to safeguarding, health and safety, equal opportunities and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by the Principal.

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| PERSON SPECIFICATION |
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Qualifications/Training

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| Qualified to bachelor degree level or above. | Essential |
| Qualified Teacher Status. | Essential |
| Middle Leadership development course. | Desirable |
| EAL qualification. | Desirable |
| European nationality (for visa purposes). | Desirable |

Experience

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| Proven track record with at least five years' teaching experience. | Essential |
| Experience of being part of a highly successful department and school. | Desirable |
| Experience of project and team leadership. | Desirable |
| Demonstrable evidence of innovating and adapting curriculum to engage children and enable them to perform highly. | Essential |
| Experience of teaching to IB Diploma Programme level or equivalent . | Desirable |
| Experience of the English National Curriculum and (I)GCSE. | Desirable |
| Working in partnership with parents. | Essential |
| Experience of teaching children for whom English is not their first language. | Desirable |

Skills

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| Excellent oral and written communication in English. | Essential |
| Ability to engage children and enable them to perform highly. | Essential |
| Strong organisational skills and use of ICT. | Essential |

Personal Attributes

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| Passionate about education and young people. | Essential |
| Infectious enthusiasm for mathematics. | Essential |
| Evidence of commitment to continuous professional development. | Essential |
| Culturally agile and adaptable. | Desirable |
| An understanding of the complex environment of an international community. | Desirable |