

**North Bridge House Prep School**

**Head of Maths - Job Description**

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| **Job Element** | **Detail** |
| **Job Title** | **Head of Maths** |
| **Reporting To** | **Head Teacher & Assistant Head Academic** |
| **Department/Location** | **NBH Prep School** |
| **Main Purpose** | **To be a passionate advocate for their subject and promote it across NBH and to have an overview of their subject from Year 3 to 8.** |
| **Duties & Responsibilities** | **Curriculum**  To teach Maths to boys in Years 6 to 8 and prepare them for external exam requirements of Common Entrance and scholarship  To actively monitor and respond to national developments and external exam requirements in their subject as necessary  To collate and organise curriculum documentation of their subject from Years 3 to 8 and ensure they are updated as necessary  To ensure subject policies are kept up to date  To liaise with Heads of Year and Assistant Head Academic on curriculum matters  To ensure that the best possible transition occurs of their subject as children move from one school to the next by liaising with staff across the schools  To maintain and act on a subject improvement plan  To hold curriculum review meetings as timetabled  To use SIMS to develop effective tracking of pupils progress working with the Data Manager and AHA  To look for opportunities to organise and promote curriculum related trips  To look for ways to promote and raise the profile of the department across the schools e.g. display, theme weeks, special subject days and use of VLE/firefly  To research and lead relevant school trips  To lead curriculum review meetings as timetabled  To use data to monitor/track subject development across the schools  **Professional Development**  To investigate and arrange areas of need for continuing Professional Development of their subject in discussion with the Assistant Head Academic and the Head  To provide advice and support in the teaching of their subject as necessary  To work with the Head of Year as appropriate to help induct  new staff who teach the subject  To liaise with the School Librarian on books for the Library, competitions, book clubs and reading generally  **Budgets**  To discuss with Heads of Year the need for appropriate resourcing for the subject teaching resources as necessary  **General**  To develop assessment, tracking and data handling of their subject across the school as necessary  To be responsible for submitting minutes of subject related meetings to Assistant Head Academic and Head  To keep up to date with ICT opportunities for the subject across the schools  Specific Role to Maths  Leading staff Inset related to the Maths department  To encourage Maths work to be displayed throughout school  To lead and encourage visits to linked to the Maths Curriculum  To actively use and embrace ICT in the Maths department  To make active use of the website and VLE to promote Maths  **Safeguarding**  The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that the child is suffering or likely to suffer significant harm either at school or at home s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.  Any issues arising from references will be discussed at interview |
| **Scope or Scale** | All staff who teach the subject in the Prep school |
| **Salary & Benefits** | * To be discussed * As per NBH Contract |

**Name of Head of Subject:**

**Signed: Date:**

**Name of Head Teacher:**

**Signed: Date:**