

JOB INFORMATION			
JOB TITLE	Head of Mathematics	LOCATION	Theale Green School
HOURS	Full Time	TYPE	Permanent
JOB PURPOSE			
<ul style="list-style-type: none"> <li>Under the reasonable direction of the Head teacher, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</li> <li>To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>To be accountable for student progress and development within Mathematics.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in Mathematics, in accordance with the aims of the School and the curricular policies.</li> <li>To be accountable for leading, managing and developing the Mathematics area.</li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the Mathematics area.</li> </ul>			
Key Responsibilities:			
<p><b>Strategic Management</b></p> <ul style="list-style-type: none"> <li>To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and learning and teaching strategies in the Mathematics area.</li> <li>To be responsible for the day-to-day management, control and operation of course provision with the Mathematics area, including effective deployment of staff and physical resources.</li> <li>To set strategic targets for learning and teaching within the Mathematics area.</li> <li>To monitor actively and follow up student progress.</li> <li>To implement School policies and procedures which reflect the School's commitment to high achievement through effective learning and teaching.</li> <li>To work with colleagues to formulate aims, objectives and strategic plans for the Mathematics area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>To lead and manage the planning functions of the Mathematics area, and to ensure that the planning activities reflect the needs of students within the Mathematics area and the aims and objectives of the School.</li> </ul>			

### **Curriculum Management**

- Liaise with the Head teacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation.
- Making sure that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low skill base, hearing or visual impairment and the very able.
- Evaluating National and International initiatives to promote learning and incorporating appropriate elements into the School's strategy for Mathematics.
- Working with other departmental heads to agree schemes of work so that the content of courses is complementary and so provides students with a broader understanding of Mathematics and its links with other fields of study.
- Ensuring that the statutory requirements of the National Curriculum are met.
- Evaluating the design and delivery of the curriculum for Mathematics and continuously striving to improve all aspects.
- Monitoring and evaluating progress towards meeting student achievement targets.
- Ensuring that there is an effective assessment, recording and reporting system of student progress in Mathematics.
- Regular monitoring of the external and internal environment so that appropriate Mathematics initiatives continue to influence and improve learning for students and staff.

### **Financial Management**

- In conjunction with other members of staff within the faculty, set long term and short term budgets for resourcing the Mathematics Department appropriately and effectively.
- Monitoring actual spend against forecast.
- Making sure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Advising the Finance Officer of potential additional funding for Mathematics and assisting with the bidding process.
- Exploiting business opportunities to improve the resources and opportunities of the Mathematics department.

### **People Management**

- To work with the Head teacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with Head of Humanities.
- To be responsible for the efficient and effective deployment of learning support staff.
- To undertake Performance Management Review(s) and to act as reviewer for designated staff within the Mathematics area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Mathematics area liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Mathematics area.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the Mathematics area and act as a positive role model.
- To ensure that the Head teacher, Assistant Heads and Governors are well informed about policies, plans, priorities and targets for the Mathematics area and that these are properly incorporated into the School Development Plan.
- Assisting the Head teacher to create and implement ways of actively involving parents in the learning process.
- Networking with secondary schools in the area to share best practice.

### **Quality Assurance**

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the Mathematics area and to work towards their achievement.
- To establish common standards of practice within the Mathematics area and develop the effectiveness of learning and teaching styles.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the Mathematics area.
- To monitor and evaluate the Mathematics area in line with agreed School procedures including self-evaluation against quality standards and performance criteria in line with the OFSTED framework for inspection.
- To seek/implement modification and improvement where required.
- To ensure that the Mathematics area's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

### **Management Information**

- To ensure the maintenance of accurate and up-to-date information concerning the Mathematics area on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Mathematics area.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Vice Principal Standards and Curriculum, to manage the Mathematics area's collection of data.
- To provide the Governing Body with relevant information relating to the Mathematics performance and development

### **Communications and Liaison**

- To ensure that all members of the Mathematics area are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To contribute to the planning and delivery of school liaison activities.
- To lead the development of effective Mathematics links with partner schools and the community, promoting Mathematics effectively at liaison events in-house, in partner schools and the wider community.
- To promote actively the development of effective Mathematics links with external agencies.
- To represent the Mathematics area's views and interests

### **Resource Management**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Mathematics budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Head teacher in order to ensure that the Mathematics' teaching commitments are effectively and efficiently timetabled and roomed.
- To ensure that Health and Safety policies and practices, including risk assessments are in line with national requirements and are updated when necessary, in liaison with the School's Health and Safety Officer

### **Managing Student Learning**

- To monitor and support the overall progress and development of students in the Mathematics area.
- To liaise with relevant Heads of Academic Progress in monitoring 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 ensure the behaviour management system is implemented in the Mathematics area so that effective learning can take place.

Qualification and Experience	Knowledge, Skills and Abilities	Personal Attributes
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree and Teaching Qualification</li> <li>• Enhanced DBS</li> <li>• Ongoing CPD portfolio</li> <li>• At least 3 years' teaching experience in a Secondary School</li> <li>• Evidence of successful experience of curriculum/subject development</li> <li>• Experience of successfully managing an aspect of school/department improvement</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of more than one secondary school</li> <li>• Further degree or diploma</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An experienced and strong classroom practitioner</li> <li>• Understanding of the characteristics of high quality teaching and effective learning</li> <li>• Evidence of successfully planning and implementing curriculum developments</li> <li>• Knowledge of current whole school developments in education</li> <li>• Evidence of leadership skills</li> <li>• Proven ability to work helping improve classroom practice</li> <li>• Ability to build and work with an effective team</li> <li>• Excellent written, verbal and non-verbal communication skills</li> <li>• Ability to see tasks through to a successful conclusion</li> <li>• Ability to work under pressure, meet tight deadlines and pay attention to detail</li> <li>• High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents</li> <li>• Exceptional ICT skills</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Patient and persistent</li> <li>• Tactful, respectful and sensitive to the needs of others</li> <li>• Enthusiastic with a positive and optimistic outlook and a sense of humour</li> <li>• Personal attributes: Positive, enthusiastic, tolerant, committed to excellence, respectful, enjoys hard work</li> </ul>



***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*