

**The Mountbatten School**

**Head of Mathematics**

**TLR 1c**

**The Job Specification**

As Head of Mathematics, your role is to develop and lead an excellent Faculty in a school that believes that mathematical skills, knowledge and understanding are vital to a student’s academic success, life chances and to them understanding the world around them.

You will possess the drive, energy and creativity to ensure that the Mathematics Faculty becomes a centre of excellence for innovative teaching, learning and extra-curricular enrichment.

We are looking for an outstanding classroom practitioner who is ambitious and passionate about playing a central role in driving up standards. You will be able to teach Mathematics across all ages and abilities in the 11-16 context. You will have passion and enthusiasm and a deep understanding of how to inspire students to enjoy and participate in Mathematics at all levels. You will be an effective team member with strong inter-personal skills, able to motivate and inspire both colleagues and students.

You will also be expected to take collective responsibility, along with all other leaders, for setting and maintaining the highest standards of work, behaviour, manners and uniform.

**Responsible and accountable to:**Executive Headteacher; Deputy Headteacher

**Principal Responsibilities**

1. To carry out the duties of a classroom teacher as detailed in the Conditions of Employment of Teachers in the School Teachers' Pay and Conditions Document.
2. To teach Mathematics to the full range of ability from Years 7 to 11.
3. To advise the Executive Headteacher on all matters relating to the Mathematics Faculty, including curriculum, staffing, resources, accommodation, finance and safety.
4. To lead a team of committed teachers in delivering a curriculum which provides appropriate progression, balance and challenge to all students, developing appropriate schemes of work and teaching materials for all levels of ability and monitoring, evaluating and up-dating teaching resources.
5. To be responsible for the quality of teaching, quality of learning and standards achieved throughout the Faculty by leading robust self evaluation and quality assurance activities which make a significant contribution to improving the quality of teaching and learning in the subject to students of all abilities from Years 7 - 11.
6. To encourage an enthusiasm amongst all students for the study of Mathematics through a curriculum appropriate to their ability, enabling all to pursue the highest possible level of excellence.
7. To be responsible for the collection, use and analysis of assessment and performance data to identify and track the progress of students in the Mathematics Faculty, with a particular focus on Pupil Premium, D&SEN and LAC students, in line with the school's Assessment Policy.
8. In liaison with the Senior Leadership Team link person, to set realistic, but challenging, expectations for students in the Faculty.
9. To assist in the appointment and induction of staff to the Faculty and to identify their developmental needs.
10. To act as a Team Leader for the Appraisal of a group of teaching colleagues.
11. To ensure that the school's aims and policies are met through the Faculty aims and policies and to be responsible for drafting, negotiating and implementing the Mathematics Faculty Improvement Plan within which the developmental needs of all Mathematics staff should be identified and met.
12. To organise regular, structured meetings of the Mathematics Faculty staff, in order to create policy, disseminate information and share matters of professional interest and concern, passing Minutes to the SLT link person.
13. To represent the Mathematics Faculty at meetings in school and out of school, as appropriate.

**Additional Specific Responsibilities**

1. To articulate and implement a vision for the Mathematics and its provision across The Mountbatten School.
2. To ensure that The Mountbatten School Mathematics Faculty maintains a high profile on a local, regional level through its involvement with initiatives that promote excellence.
3. To develop a positive working relationship with professional agencies engaged in supporting Mathematics learning.
4. To have overall responsibility for the accurate administration of internally assessed Lower and Upper School courses.
5. To keep up-to-date with curricular developments relating to the subject and apposite cross-curricular issues and to use such information to inform the Faculty Improvement Plans in terms of both curricular planning and in-service training needs.
6. To manage appropriate resources (materials and equipment) for the Faculty so that they are accessible to staff and students as required.
7. To manage the maintenance of the Faculty inventory and Faculty accounts, ensuring the efficient and effective use of capitation.
8. To liaise with the Senior Leadership Team over the timetabling of Mathematics lessons.
9. To ensure that classes for absent colleagues in Mathematics have appropriate work.
10. To encourage and support members of the Faculty in fulfilling their individual responsibilities.
11. To ensure the implementation of extra-curricular activities that promote, engage and motivate students.
12. To review Mathematics provision and ensure that there is a well-balanced curriculum offer.
13. To have oversight of the general care of the facilities and learning environment and to ensure the health and safety of all those working in them.
14. To ensure that the Mathematics Faculty celebrates and supports students' learning in the form of well presented, up-to-date, stimulating and attractive displays.
15. To report in writing, as required, to the Executive Headteacher on the work and progress within the Mathematics Faculty for inclusion in the Governors' Report.
16. To ensure that the safety and security of all students is paramount in school, and on extra-curricular visits and events.

**General Duties**

1. To maintain good discipline and control in all lessons. To be well acquainted with the school's Behaviour Policy and to use the discipline chain conscientiously and effectively.
2. To participate in appropriate meetings with colleagues and parents, relative to the above duties.
3. To ensure that the subject work space is kept in an orderly and tidy fashion, mounting displays of work and keeping them neat and up-to-date.
4. To carry out a share of supervisory duties in accordance with published rosters.
5. Any additional responsibilities as may be required by the Executive Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**The Mountbatten School is committed to safeguarding children and full pre-employment checks will be undertaken.**

Head of Mathematics

CMN

January 2018