

# Saint Michael's College

*At the forefront of British Education internationally*



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## JDSM31 Job Description

### *Head of Mathematics*

#### *Responsible to:*

- Principal for main responsibilities.
- Director of Education for curriculum and extra-curricular matters.

#### *Responsible for:*

##### **GENERAL REQUIREMENTS AND FUNCTIONS**

- To carry out the general and specific professional duties as set out in the College Teachers' Handbook
- To organise the teaching of Mathematics within the Department in accordance with the school policies for Mathematics and statutory requirements of the national curriculum.
- To be responsible for the development and maintenance of syllabuses, materials and schemes of work.

#### *Key Responsibilities and Accountabilities:*

- Oversight of work of teachers of Mathematics, including assessment and evaluation and induction, guidance and advice to new teachers.
- To help ensure mathematics teachers follow the College procedures for assessment, marking and reporting and that recording of progress includes the participation of pupils.
- To oversee the writing of termly reports, ad-hoc reports and assessments by mathematics teachers of students.
- To liaise with all mathematics teachers regarding examination entries and to ensure DoE / Examinations Office have the correct information by the specific deadlines.
- Maintain and increase the frequency and quality of enrichment activities for all students.

- To establish with the mathematics teachers appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the Department, including the careful presentation of work and the care of books and equipment .
- To supervise the use and care of the classrooms and facilities ensuring adherence to Health and Safety regulations.
- To monitor and control the storage and use of teaching materials and books related to the teaching of mathematics.
- Encouraging teachers of mathematics to keep abreast of recent development in subject areas.
- To participate in appropriate meetings with colleagues and parents and or agents relative to the above duties.
- To Participate in arrangements for the appraisal of your own performance and that of others in the mathematics department.
- To maintain a diary of any Controlled Assessments or Coursework as part of the overall examinations timetabling of the College and to ensure procedures for dealing with assessment materials are followed.

## *Review:*

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.