

## ROKEBY SCHOOL JOB SPECIFICATION

### Subject Leader (Maths)

#### Role outline:

The Head of Maths will be responsible for developing this vital core subject throughout the school from the Foundation Stage to Year 8 (Common Entrance and Scholarship Level) and will ensure that all areas of Maths are managed effectively and successfully.

They will work with the Second i/c Maths and the Deputy Head of the Lower School to ensure effective subject development.

Heads of each department have responsibility for ensuring that their department is properly organised and managed.

#### Key responsibilities:

Subject Leaders are responsible for ensuring that their departments are managed effectively. This includes the following:

- being available for advice and guidance to other members of the department
- being responsible for the induction and mentoring of new members of the department
- cooperating with the school's appraisal and review programme as required
- taking appropriate advantage of training opportunities and encouraging members of the department to do the same
- planning for the department within each year group and throughout the school by producing for the department the relevant programmes of study and schemes of work and reviewing these at regular intervals
- preparing development plans for the department on an annual basis
- liaising regularly with other members of the department, checking their schemes of work and looking occasionally at how work is set and marked where relevant
- to take part in the termly book scrutiny process
- maintaining a departmental budget and ordering equipment as required
- keeping abreast of any changes in the curriculum, and where necessary changing their syllabus
- holding regular departmental meetings and maintaining good communication
- holding meetings with the relevant members of the lower school staff (Deputy Head in order to ensure the proper continuation of the syllabus)
- liaising with other Subject leaders where appropriate towards possible cross-curricular activity and preparing for participation in school events such as the valedictory programme
- attending subject leader/ curriculum leader meetings
- establishing and maintaining links with corresponding Maths leaders in other prep schools in order to compare and exchange ideas
- attending the IAPS Maths cluster group meetings in order to build up relations with cluster group schools
- observing members of the department teach and providing feedback as per the lesson observation schedule
- organising a Maths activity as part of the Science week programme
- entering pupils for local and national Mathematical competitions such as PMC, UKMT Eagle House and Cayley Challenge.
- Consider ways in which the department can partake in community events with local state schools
- Using ICT effectively and integrating it into the schemes of work

- establishing and maintaining links with corresponding Subject leaders in senior schools in order to hear how Rokeby boys fit in, and to learn if our preparation can be improved; and
- taking several classes for the teaching of Maths according to a timetable agreed with the Headmaster.

**A Rokeby Colleague is expected to demonstrate the following personal and professional skills:**

- Commitment
- Ability to analyse problems and formulate creative solutions
- A positive attitude
- Ability to work cooperatively with others
- Ability to communicate effectively with others
- Ability to follow a project from start to finish within a set time
- Sound organisational skills
- Ability to be assertive in management
- A willingness to embrace additional areas of responsibility where and when appropriate
- Ability to take the initiative, take the lead and take charge
- Fairness and approachability
- Flexibility
- Good humour

Together with the general skills of a teacher exhibited to a high level to ensure very good teaching and learning.

**Copies of:**

Development Plans to: Line Manager and HM (via HM's PA)  
 Minutes of meetings to: Line Manager  
 Lesson Observations/ work scrutiny to: Director of Studies(DoS)/Individual learning  
 Programmes of Study to: DoS and departmental members\*  
 Schemes of Work to: DoS and departmental members\*

(\* in departmental handbook)

**Responsible to:**

The Director of Studies (DoS)

**Jason R Peck**  
**Headmaster**

**April 2017**