



YSGOL ABERCONWY : JOB DESCRIPTION

Post Title:	Head of Department : Maths
TLR :	1b (Provisional : pending TLR review)
Responsible to :	AHT : Core Departments
Responsible for :	Team of 5 Teachers
Purpose:	To establish and promote the Maths curriculum area as a beacon of good practice within the school through the provision of high quality teaching and learning, continuous academic progress and the effective use and management of all the subjects resources.

In addition to the responsibilities of class teacher as set out in the attached document and the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Impact on educational progress beyond the teacher's assigned pupils	<ul style="list-style-type: none"> • Set achievement and improvement targets for students at departmental level, and establish and implement action plans to achieve targets and improvement. • Evaluate examination performance in relation to targets in other curriculum areas in the school, similar schools and to the national picture. • Write, review and implement the Subject Development Plan. • Establish and implement a policy of assessment, recording and reporting pupil progress in line with school policy.
Leading, developing and enhancing the teaching practice of others	<ul style="list-style-type: none"> • Monitor lesson planning and delivery to ensure the maintenance of high quality teaching and help to identify and improve poor quality teaching within the subject. • Help to promote best and innovative practice to enrich the range of teaching and learning styles in the department which best meet the needs of pupils. • Help to develop subject staff and ensure that all staff maintain their continuous professional development. • Induct, support and monitor new staff. • Act as a performance management team leader for identified teachers.
Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum	<ul style="list-style-type: none"> • Plan, deliver, monitor and evaluate the curriculum in the Mathematics. • Develop and implement department plans, targets and practices. • Ensure that provision is made through appropriate differentiation and the implementation of IEPs for the individual needs of pupils in the curriculum area. • Assist with ensuring good student discipline within the faculty, and management of the behaviour policy. • Organise examinations and assessments, ensure that external examination entries are submitted in time and monitor and evaluate external examination results. • Review and develop departmental schemes of work.

Management responsibility	<ul style="list-style-type: none"> • Assist with making appropriate arrangements to cover staff absence, including liaison with supply staff and the setting or work. • Support the professional development of staff and identify training needs. • Produce departmental documentation including the Subject Handbook and Schemes of Work. • Help to monitor the quality of reports provided for parents.
Resources and Administration	<ul style="list-style-type: none"> • Maintain accurate and relevant information on students and staff. • Record and review student assessment information through effective use of relevant IT systems. • Oversee and the Subject inventory and manage the financial and stock control. • Responsible for maintaining appropriate records e.g. financial, H&S. • Supervise teaching rooms and ensure a stimulating and attractive learning environment. • Explore opportunities to develop and incorporate new resources. • Ensure safe working and learning environment in which risks have been properly assessed.
Other	<ul style="list-style-type: none"> • Establish and develop links with Primary Schools, Higher/Further Education, Industry and Commerce. • Attend appropriate internal and external meetings to maintain curriculum development. • Maintain effective communication links with other heads of subject and co-ordinate cross-curricular areas of the curriculum. • Contribute to whole school policy.

This job description is not intended to be an exhaustive list of duties and following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



YSGOL ABERCONWY : JOB DESCRIPTION

Post Title:	Classroom Teacher
Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of pupils as a Teacher/Form Tutor. To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. To contribute to raising standards of pupil attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. Add value to the department and the school as a whole.
Reporting to:	Head of Subject.
Responsible for:	The provision of a full learning experience and support for pupils.
Liaising with:	Head/LT, teaching support staff, LEA representatives, external agencies and parents.
Working time:	Full-time.
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Operational/Strategic Planning:	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the relevant Curriculum Area. To contribute to the Curriculum Area development plan and its implementation. To plan and prepare courses and lessons- GCSE, A-Level or equivalent. To contribute to the whole school's planning activities. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. Attend and contribute to staff meetings and briefings.
Curriculum Provision:	<ul style="list-style-type: none"> To assist the Head of Subject and LT to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's objectives.
Staff Development:	<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and professional development. To show evidence of continued personal development in relevant areas including subject knowledge and teaching methods. To engage actively in the Performance Management Review process. To ensure the effective/efficient deployment of classroom support. To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	<ul style="list-style-type: none"> To help to implement school quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and

	<p>improvement where required.</p> <ul style="list-style-type: none"> • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate interim and annual records and to provide relevant accurate and up-to-date information for the school database. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents and pupils as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Promoting and Liaison:	<ul style="list-style-type: none"> • To take part in promoting and liaison activities such as Open Evenings, Parents' Evenings, Options Evening and liaison events with partner schools. • To contribute to the development of effective curriculum links with external agencies. • To contribute to transition activities with partner schools and providers. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. • To promote actively the school's corporate policies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Subject to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School and the pupils.
Pastoral System:	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of pupils. • To promote the general progress and well-being of individual pupils and of the Form Tutor group as a whole. • To liaise with a Pastoral Team to ensure the implementation of the school's Pastoral System. • To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff. • To contribute to PSHE according to the school policy. • To support the school in meeting its legal requirements for worship. • To apply the Behaviour Management systems so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupils in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. • To provide, or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils. • To ensure that ICT, Literacy, Cwricwlwm Cymraeg, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards.

	<ul style="list-style-type: none"> • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to pupils needs and demands of the syllabus. <p>To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework.</p> <ul style="list-style-type: none"> • To undertake assessment of pupils as requested by external examination bodies, subject and school procedures. • To mark, grade and give written/verbal and diagnostic feedback according to deadlines as required.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description and in particular any other duty as specified by STPCD not mentioned above.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is not intended to be an exhaustive list of duties and following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION : Head of Maths Department

Factor	Requirements	How Identified	Rank E: Essential D: Desirable
Knowledge & Skills	Good Honours Degree & achievement of QTS	AF/V	E
	Teaching across the ability range in Key Stages 3 and 4	AF	E
	Key Stage 5 teaching	AF	D
	Personal integrity and the drive to do what is best for the students	R/I	E
	Ability to work very hard under pressure	AF/R	D
	Proven experience in recognising and meeting the needs of groups of students	AF/R/I	E
	Knowledge and understanding of recent developments in learning and teaching in department based subjects	AF/R/I	E
	Willingness to contribute to extra-curricular program	AF/R/I	D
	Enthusiasm for developing pedagogy and learning to learn strategies	AF/R/I	D
Creativity & Innovation	Excellent communication skills – written and verbal	AF/I	E
	Sense of humour and flexibility to adapt working practices to fresh challenges and new initiatives	AF/R/I	E
	Boundless enthusiasm and a positive outlook	AF/R/I	E
	Ability to enthuse, inspire and develop students	AF/R/I	E
Contacts & Relationships	Genuine enjoyment of working with young people	AF/R/I	E
	Understanding of and commitment to inclusion for all	AF/R/I	E
	Commitment to excellence and the ability to lead by example, in terms of teaching and learning	AF/R/I	E
	Commitment to working as a team player	AF/R/I	E
	Excellent interpersonal skills and an ability to communicate effectively, with staff, students, external organisations and the general public.	R/I	E
Decisions/ Recommendations	Ability to make decisions independently within an agreed objective framework.	R/I	E
	Ability to contribute to leadership discussion and decision making process.	R	D
Resources	Ability to manage resources efficiently	AF/R/I	D

AF: Application Form

I: Interview

R: Reference

V: Verification

Method of assessment : A = APPLICATION I = INTERVIEW R = REFERENCE