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| **Date** | **02.18** |

**JOB DESCRIPTION**

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| **Head of Maths** |

**Job title:**

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| **Director of Learning Key Stage 3** |

**Reporting to:**

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| **The British School of Barcelona, Castelldefels** |

**Department/School:**

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| **Background checks, qualification documents, ID** |

**Checks:**

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.*

**Working With Us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job Summary**

The aim of this role is to ensure that Maths is taught in as effective a manner as possible to the range of abilities within our student body and to promote a genuinely positive approach to this subject.

**Key Responsibilities**

**Global Responsibilities / Tasks**

* Arrange subject meetings to pass information to teachers within the subject.
* Be aware of the good and outstanding criteria from BSO framework and implement these standards consistently.
* Seek ways to develop the subject outside the classroom and to embed the subject within the wider curriculum and across to primary and early years, where relevant.
* Complete monitoring and assessment cycles by moderating student’s work through completing book trawls as requested by the line manager.
* Complete evaluations of planning of subject.
* Participate in observations of colleagues in accordance with the school's appraisal policy.
* Take part in learning walks to share best practice throughout the school.
* Coordinate the processing of subject trips and events using Evolve and ensuring the relevant risk assessments are completed.
* Review and develop the learning environment within the subject area to include resourcing and the content of learning displays.
* Keep the subject information within the departmental handbook up to date.
* Set cover work in the event of staff absence within the subject work.
* Coordinate and implement the School Improvement Plan (SIP) within the subject.
* Be responsible for tracking and intervention strategies within the subject.
* To ensure that deadlines are met, appreciating the situation of the receiver’s position in the application of the information or action.
* To mentor colleagues to challenge themselves and improve teaching.
* Create, mark and moderate internal exams, which provide valuable measurements of student progress.
* Work with the Primary Department to ensure planning builds on skills taught in this section of the school.
* To define and design enjoyable and practical curriculums.
* To be the first point of call for parents wishing to discuss this subject and to effectively communicate developments within these subjects to the parent body.

**General**

* To assist in break / lunch supervision as required
* Represent the school in a manner consistent with its ethos and values
* Contribute to school development through identified communication and consultation channels
* To respect the confidential nature of information relating to the school and students

**Other professional requirements are to:**

* Operate at all times within the stated policies and practices of the school.
* Endeavour to give every child the opportunity to reach their potential and meet high expectations.
* Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
* Ensure your own professional development.
* Develop appropriate liaison with all teaching and support staff.
* Liaise effectively with parents and actively promote their involvement in the life of the school.
* Actively lead and develop the subject area as part of the wider, extra-curricular offer.

Other subject specific expectations will be directed by the relevant Director of Learning, Deputy Head Academic or Head of Secondary School and Sixth Form.

**Person Specification**

Essential:

* Fully qualified teacher
* Excellent classroom management skills and able to follow the school’s disciplinary code.
* Excellent subject knowledge.
* Full understanding of Equal Opportunities and able to implement in everyday practice.

Desirable

* Further qualifications and track record of professional development.

Training and Experience:

* Successful experience in teaching in a UK school.
* Proven track record of delivering the subject area.
* Record of delivering relevant extracurricular activities/events

Competencies for the Role:

Role Specific

* Approachable to children, parents, and staff.
* Able to work as part of a team.
* Able to give clear instructions to children and be organised in classroom management.
* Flexible, friendly and cooperative when working with colleagues.
* Able to communicate clearly to parents and resolve any issues quickly and professionally.
* Able to communicate effectively in writing.

Values Based Behaviours – behaviours associated with our company values

* Loyalty
* Equality
* Achievement
* Determination
* Empathy
* Respect

Signed: ………………………………....………………….… Date: …..…………………..………………………………

Name (Print): ………………………………………………..