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**JOB DESCRIPTION**

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| **Head of Maths** |
| **Scale/Salary** | Main scale/Upper Pay Scale + TLR |
| **Hours** | Full-time |
| **Section** | Maths |
| **Location** | DSLV E-ACT Academy |
| **Responsible to** | Headteacher |
| **Responsible for** | The provision of a full learning experience and support for students. Responsible for line and performance management of departmental teachers and other specified staff. |

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| **Role Purpose:** | To provide the strategic leadership for the Department and be accountable for the quality of teaching, learning and educational outcomes achieved in this area. |

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| **Main Core Duties:** | **Lead, manage and develop the subject area:*** To provide strategic leadership for the development and management of teaching within your area
* To identify areas for development and improvement linked to the Academy improvement plan, SEF, national and local initiatives.
* To develop and monitor schemes of work for your area across the academy in liaison with your department and to ensure the successful implementation which meets curriculum requirements.
* To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to your area.
* To develop strategies to promote new teaching methods to improve learning throughout the Academy and to monitor effectiveness in raising standards of teaching and learning.
* To monitor and evaluate pupil progress in your area and across the academy.
* To lead the development of innovative, creative approaches to learning and to develop cross-curricular skills such as ICT, numeracy & literacy effectively in the delivery of teaching and learning in your area.
* To lead the implementation of national and local strategies for raising attainment of students in accordance with the Academy improvement plan.
* To effectively deploy resources as appropriate
* To lead and advise on issues connected with the timetable for the subject area.

**Impact on the educational progress of pupils:*** To lead the raising the attainment of students in the subject area.
* To lead the improvement of student attitudes to learning within the subject area and to liaise with other key staff about the well-being and behaviour of students
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in the subject area
* To monitor and evaluate pupil progress and achievement against targets
* To identify any areas of pupil under-achievement within your subject and identify subject specific interventions as a result
* To plan, lead and coordinate the delivery of subject specific raising achievement programmes including additional study opportunities outside the hours of the Academy day
* Liaise with colleagues to coordinate pupil support and intervention strategies
* To lead evaluation strategies to contribute to overall Academy self-evaluation
* To implement academy quality procedures and to ensure adherence across the academy
* To work within the Academy Leadership team and contribute to the development and implementation of raising achievement and attainment within the Academy.

**Leading, developing and enhancing the teaching practice of other staff:*** To ensure the establishment of common standards of practice across the department and develop the effectiveness of teaching and learning styles.
* To plan and implement strategies to improve teaching where needs are identified.
* To provide induction, support and monitoring for new staff.
* To undertake lesson observations and to provide constructive feedback and support as appropriate.
* To act as a role model of good practice for other teachers, modelling effective strategies with them and providing appropriate support and guidance.
* To participate in the performance management processes for staff and to act as a performance management team leader for identified teachers within the department.

**Line management and performance management:*** To be responsible for the day-to-day management of staff within the subject area including advising SLT about disciplinary, capability and recruitment processes.
* To monitor staff performance against Academy, pupil progress and personal targets
* To lead the performance management processes within the subject area.
* To identify and plan cpd activities relevant to improving performance in the subject area
* To ensure the effective and efficient deployment of staff
* To ensure staff development needs are identified and appropriate programmes designed to meet these needs.
* The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.
* To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.
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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.** |

**E-ACT is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults. All appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.**

**How to apply**.

To apply for the role, please email your Application Form and Equal Opportunities Form to daventryregionhr@E-ACT.org.uk

Please note that we do not accept CVs.

The closing date for application is **Friday 18th May 2018.**