

**Head of Maths (Whole Academy)**  
**MPS/UPR plus TLR2 (£5000)**  
**Job Description (Feb 2018)**



The responsibility of this Senior Teacher position is to oversee and ensure the quality of teaching and learning of Numeracy that takes place within the Maths department and across the academy; this is with a view to guaranteeing the very best outcomes for our pupils. The post holder plays a significant role in creating and maintaining a climate which promotes and secures high standards of achievement throughout the academy. The Senior Teachers report directly to the Headteacher in regard to matters of policy and compliance.

**PURPOSE:**

- To join the Senior Teaching team
- To liaise effectively with other Senior Teachers and the Senior Leadership Team to ensure consistency of approach in teaching and learning across the school.
- To lead the Maths and wider teaching teams in achieving high quality teaching, effective use of resources and the highest standards of Numeracy learning, progress and attainment for all pupils.
- To help create and implement positive strategies to maintain and improve the teaching of Numeracy and improve the progress and attainment of all pupils.
- To ensure that the teaching of Numeracy is effective and that Numeracy skills are being encouraged and developed across the curriculum
- To promote the vision, culture and ethos of the academy

**STRATEGIC LEADERSHIP:**

- To advise the Senior Leadership Team on the strategic developments and provision with regards to raising standards in Numeracy across the academy
- To contribute to the development of academy policy wherever appropriate
- To conduct an audit of the use, teaching and marking of Numeracy skills across the curriculum and to use the findings to improve Numeracy across the curriculum
- Set a whole school focus on a different aspect of Numeracy each half term and track and monitor progress against this, providing training and support as required
- Support staff with selecting and delivering Numeracy Learning Objectives or Outcomes as appropriate
- Formalise and standardise the terminology used across the academy when discussing, dealing with and marking aspects of Numeracy
- To provide reports for the Governing Body as statutorily required
- Assist the Senior Leadership Team in the process of recruiting staff of the highest quality for the whole school.
- To be responsible for producing an annual SEF and Development Plan in an agreed format, reviewed in line with the Academy Improvement Plan
- To oversee on-going maintenance, development & delivery of Maths Schemes of Work
- To support the school ethos, playing a full part in academy life; to be a positive role model
- To monitor and respond to curriculum initiatives at national, regional and local levels
- To support existing networks, liaising with other schools in the academy's own pyramid and to collaborate with other schools as appropriate
- To assist the Senior Leadership Team in setting appropriate priorities for expenditure and allocation of funds to ensure effective resources for Maths and wider Numeracy teaching and learning
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve pupils' achievements in Numeracy, ensuring efficiency and securing value for money across the academy

**DAY-TO-DAY LEADERSHIP:**

- Play a significant role in making explicit to staff, pupils, parents and the wider community the academy's high expectations relating to Numeracy and for all pupils.
- Ensure that resources are dedicated to ensuring the highest standards of achievement in Numeracy for all pupils
- Monitor teacher and pupil performance in the Maths department and relating to Numeracy at an academy-wide level

- In partnership with the SLT and other Senior Teachers, produce findings, reports and recommendations for the Headteacher and Governing Body
- Lead regular Maths Department and Numeracy meetings, ensuring equality of opportunity for all staff to contribute, and to report back to the Senior Leadership Team
- Carry out appraisals of a number of staff across the academy
- Motivate and support the Maths Department to carry out roles to the highest standards
- Contribute to the professional development of staff through example, induction, mentoring and leading INSET training where appropriate and relevant

#### **TEACHING & LEARNING:**

- Carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions document and the DfE 2012 Teachers' Standards Framework.
- Act as a role model by providing inspirational and creative teaching which secures high standards of learning, behaviour and motivation
- Implement the curriculum and its assessment; monitor and evaluate practice in order to identify and act on areas for improvement
- Be a 'good-plus'/outstanding classroom teacher and be able to demonstrate model lessons to staff, Governors or other stakeholders when required

#### **MONITORING, ASSESSMENT, TRACKING & PLANNING**

- To be responsible for the allocation of Numeracy development across the academy
- To be responsible for the development of materials and support strategies to prepare pupils for internal and external tests, liaising with the SLT, Senior Teachers and Data Manager
- To lead on the setting, administration and marking of academy assessments
- Ensure that planning, assessment, target setting, recording and reporting systems are implemented throughout the academy in line with policy
- Provide feedback to teachers and disseminate examples of excellent planning and teaching
- Organise and lead meetings with staff to ensure continuity and progression of pupils' learning is maintained across the academy
- Monitor standards relating to Numeracy, analysing data from school tracking systems, FFT and RAISEonline, and use this information to action required support – including setting targets for continuous improvement
- To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils
- To use data generated by academy assessments effectively to inform teaching and pupil progress

#### **COMMUNICATION**

- Actively seek opportunities to develop effective relationships with partner schools and the wider educational community in order to extend the curriculum and enhance teaching and learning across the academy
- Create and maintain effective partnerships with all stakeholders in order to support and improve pupils' achievement in Numeracy
- Ensure that parents and pupils are well-informed about all relevant matters
- Lead information meetings for parents and contribute to Governors' meetings on any relevant Numeracy issue when appropriate

#### **PROFESSIONAL KNOWLEDGE AND AWARENESS**

- To maintain a thorough and up to date knowledge and understanding of current educational and Numeracy issues and of the academy's curriculum and policies
- To participate in INSET provided by the academy and where appropriate to lead INSET on Teaching, Learning, Curriculum or Key Stage issues
- To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the Headteacher
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To keep records of INSET attended