**Cumnor House School for Boys**

**Job Description**

**Post held**: Head of Maths

**Responsible to**: Headmaster

**Liaises with**: Assistant Head and Head of Upper/Lower School

**Main purpose of job**:

To lead and teach mathematics across the school. The successful candidate will work closely with the relevant Heads of Section for the subject they teach. There is also an expectation to support the preparation of 11+ and 13+ entrance examinations as well as lead booster and scholarship tuition classes. The post holder will adhere to the descriptions outlined in the ‘General Teaching Duties’ and ‘The Role of the Form Tutor’ documents also attached.

**DUTIES AND RESPONSIBILITIES**

1. **Policy/Strategic direction and development**
	1. Be responsible for the development and implementation of policies for the teaching of mathematics throughout the School, in order to optimise:

- pupil progress and attainment;

- staff understanding, skills and knowledge in the delivery of Mathematics.

* 1. Develop and promote an accessible subject policy and action plan for Mathematics, and keep these under regular review to ensure that policy and planning take account of the school’s changing needs and are appropriate to the full range of pupils’ individual needs;
	2. Assist with the development and monitoring of policies and plans for the School as a whole to ensure that they take appropriate account of Mathematics.
1. **Teaching and learning**
	1. In accordance with school curriculum policy, determine the Mathematics curriculum informed by current knowledge and best practice to develop the potential of all pupils;
	2. Formulate and revise schemes of work that are age/phase appropriate to ensure continuity and progression, and the development of cross-curricular links;
	3. Promote excellence and inspiration in learning and teaching by being the lead practitioner and leading by example; consult and advise colleagues in order to establish creative, responsive and effective approaches to the teaching of Mathematics;
	4. Monitor, evaluate and review classroom practice; celebrate excellence; advise and update the Head on progress of the subject including under-performance of pupils and staff;
	5. Make effective use of relevant pupil assessment data to inform future teaching;
	6. Track pupil progress in Mathematics across the school and historically;
	7. Support staff and pupils to enable, challenge and support.
2. **Relationships with Others**Build effective partnerships with parents to ensure:
	1. A shared understanding between school and home about the subject, and how parents can support their child;
	2. Extra-curricular activities that enrich the timetabled curriculum experiences;
	3. Develop links outside the school in order to increase opportunities for sharing good practice, learning opportunities for pupils etc.
3. **Training & development of self and others**
	1. Regularly review own practice, set personal targets and take responsibility for own development;
	2. Keep abreast of subject developments from a range of sources, in order to maintain best practice;
	3. Lead/coordinate/organise, (as appropriate) subject-related INSET initiatives to offer support, guidance, innovation and motivation to colleagues in the teaching of Mathematics.
4. **Management of resources**
	1. Ensure that appropriate, well-maintained resources are available for the teaching of Mathematics and identify future subject-related resource needs and aspirations for consideration in the school budget planning process.
5. **Monitoring, evaluation & assessment**
	1. Monitor, assess and track pupil progress in Mathematics through a variety of strategies including the use of performance data, benchmarks, book scrutiny and lesson observations, and produce reports as required;
	2. Participate in the school’s monitoring and evaluation cycle, providing constructive feedback and targets in order to develop individual skills to teach Mathematics effectively.

##### ***General Requirements:***

##### Teach Mathematics across Y1-8;

##### As a Form teacher, to teach PHSE RE to your form group;

* Teach all pupils to the highest standard, and according to their educational needs, ensuring that they are well prepared for internal and external exams;
* Plan, prepare and mark class work, exams and homework in accordance with the school Marking Policy.

##### **Assessments and Reports**

* Assess, record and report on the development, progress and attainment of pupils;
* Follow the school reporting procedure and ensure that reports are written on time and to a high standard.

##### **Other Activities**

* Maintain a stimulating classroom environment including motivating and thought-provoking displays;
* Prepare for and attend parents’ meetings;
* Attend INSET days, staff meetings and workshops as required;
* Participate in school arrangements for further training and development as a teacher, attending courses to refresh and enhance classroom skills;
* Contribute to the extra-curricular life of the school, including trips, activities, clubs and functions;
* Cover for absent colleagues, as directed;
* Enforce all school rules and the school code of conduct;
* Undertake any other reasonable duties as requested by the Head including playground duties.

**Educational Methods**

* Use explicit differentiation through personalised resources and teacher interventions to deliver lessons appropriate to each child’s needs using an appropriate multisensory approach and overlearning, whilst providing each child with appropriate challenges;
* Advise and cooperate with the SLT and other teachers in the preparation, development and review of syllabus, teaching materials, teaching programs, methods of teaching and assessment of pastoral arrangements.

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s 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.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_