



Job Description

Job Title: Head of Mathematics and Form Tutor (Full Time)
Responsible to: Director of Studies

Main Purpose of role

To inspire, invigorate and coordinate planning, teaching and learning within the subject area in Key Stages 2 and 3, and to liaise with other Heads of Department where necessary, to ensure continuity and progression throughout the curriculum. In common with all the teachers, the Head of Department contributes to the wellbeing and development of the School by supervising, guiding and caring for pupils inside and outside of the classroom. The Head of Department also exercises responsibility for the guidance of teachers within the department and for advising the Head as required.

Duties:

The Head of Department will:

- establish good relationships, encourage good working practices and support and lead teachers in the department, including holding regular minuted departmental meetings;
- representing the department's views to the Director of Studies;
- ensure the professional development of themselves and the department's teachers, including updating subject expertise and recommending appropriate in-service training;
- oversee all aspects of the department's organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered;
- evaluate pupils' progress, achievement and attainment and report to the Senior Management Team;
- lead by providing an example of best teaching practice;
- monitor the standards of achievement within the department;
- oversee the induction process of new members of staff within the department;
- coordinate and oversee the organisation of departmental visits;
- advise and assist the Head in the recruitment of the department's staff;
- lead the department's curriculum planning in accordance with school policy and in conjunction with the Director of Studies and Head;
- manage the teaching methods used by the department by developing and selecting suitable materials and advising on classroom practice;
- ensure all the necessary departmental documentation is up to date according to school policies;
- submit a regular forecast of departmental resource needs and manage the department's expenditure and stock control in accordance with the agreed budget;
- be responsible for ensuring a high quality of wall display, including work by pupils, changed at regular intervals, in all rooms in the department;
- manage the Junior Maths Coordinator;

Person Specification: Head of Department and Form Tutor

Selection Criteria	Essential	Desirable	Assessment
Qualifications	Qualified Teacher Status	Evidence of commitment to further personal and professional development	Certificates
Experience	<p>The Head of Department should have experience of:</p> <p>teaching the subject in Key Stage 2 and 3;</p> <p>ability to teach 13+ Common Entrance and Scholarship level;</p> <p>experience of Senior school entrance assessments</p>	<p>In addition, the Head of Department might have experience of:</p> <p>providing INSET;</p> <p>teaching to a variety of scholarships;</p> <p>being in a position of responsibility for an area of management or leadership in school</p>	Interview
Knowledge and understanding	<p>The Head of Department should have knowledge and understanding of:</p> <p>the principles and practice of Prep School education;</p> <p>curriculum management and the school's role in providing effectively for all pupils;</p> <p>and a good working knowledge of the subject and of current developments in mathematical teaching;</p> <p>staff management and appraisal</p>	<p>In addition, the Head of Department might also have knowledge and understanding of:</p> <p>wider curriculum issues and a possible interest in a position of increased responsibility;</p> <p>another subject area</p>	Interview
Skills	<p>The Head of Department will be able to:</p> <p>teach inspiring lessons focused on the learning of all students;</p> <p>participate and lead effectively in strategies to support staff development within the department;</p> <p>set and meet deadlines;</p> <p>create a positive team spirit, negotiating, when necessary, with sensitivity;</p>	<p>In addition, the Head of Department might also be able to:</p> <p>Lead school-based INSET;</p> <p>Contribute to the wider curriculum (including extra curricular) offered by the school</p>	Interview

	<p>inspire colleagues to be inspirational and dynamic;</p> <p>manage the departmental budgets.</p>		
Personal Qualities	<p>Enthusiastic</p> <p>A sense of humour</p> <p>Sociable</p> <p>Clear-sighted</p> <p>Positive</p> <p>Adaptable</p> <p>Organised</p>		Interview
Special Conditions	<p>Support and contribute to the School's responsibility for safeguarding students.</p> <p>Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.</p> <p>Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and staff.</p> <p>Demonstrate commitment to the values and ethos of the School.</p>		Interview

Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.