



The Radclyffe School
"Working Together for Excellence"

JOB DESCRIPTION Head of Maths



Purpose	<ul style="list-style-type: none"> To raise standards of student attainment and achievement within Maths and to monitor and support student progress To be accountable for student progress and development within Maths To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers' Pay and Conditions of Service and the Teachers' Standards Ensure a high quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence
Reporting to:	Headteacher and SLMT Liaison
Responsible for:	Maths Faculty Team, Students and School Resources
Liaising with:	SLMT, teaching and support staff, parents, Local Authority and other external agencies
CRB Check	Enhanced Level
Working Time	In accordance with the current Teachers' Pay and Conditions Document (195 days, 1265 hrs directed time). Full-time.
Salary	Qualified Teacher Main /Upper Scale according to salary assessment plus TLR 1D £12,898 (Recruitment Payment negotiable to secure the appointment of an experienced candidate)

STRATEGIC LEADERSHIP

1. Raise standards of student attainment and achievement in Maths and monitor and support student progress to ensure all students make above expected progress and are working towards a minimum of expected progress
2. Ensure priorities and effective intervention strategies are identified, implemented and monitored, thereby closing the gaps
3. Advise on improved systems and processes required to underpin improvement
4. Monitor, evaluate and communicate the impact of learning and teaching and identified interventions
5. Ensure the effective operation of quality control systems, including lesson observations
6. Contribute to the formation, implementation and monitoring of the School's Continuous Improvement Plan
7. Contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings
8. Actively promote the development of effective links with external agencies
9. Attend and contribute to the Leadership Conference as required
10. Prepare reports for SLMT, the Governing Body and its Committees as required

PEOPLE MANAGEMENT

11. Participate in the recruitment, selection and induction of staff to the Maths Faculty
12. Create a sense of teamwork within the Faculty by appropriately delegating tasks and ensure that colleagues develop skills and take responsibility
13. Ensure the day-to-day monitoring of performance of members of the Faculty, set targets for designated colleagues and review performance as part of the school's formal Performance Management procedures, including Appraisal
14. Work with SLMT to ensure that agreed staff development needs are identified and met
15. Ensure appropriate INSET is organised and delivered during weekly staff development (ELAT) time and when other opportunities for Maths Faculty INSET arise
16. Support the development and enhancement of the teaching practice of others, establishing common standards of practice and developing effective teaching and learning styles within the Faculty
17. Ensure effective structures are in place to support members of the Faculty in any matters of classroom management
18. Liaise with staff to implement agreed strategies
19. Have overall responsibility for ensuring that additional support and teaching staff are deployed effectively
20. Lead and manage Maths Faculty meetings to promote staff involvement, ensuring they are recorded appropriately and decisions reviewed and acted upon

LEARNING AND TEACHING

21. Actively monitor and respond to curriculum development and initiatives at national, regional and local levels
22. Ensure that appropriate specifications, schemes of work, marking and assessment procedures are established and reviewed
23. Be aware of the latest developments in exam specifications and to determine, in consultation with the SLMT, the specifications to be offered and when examinations are to be sat by which students
24. Maintain accreditation with the relevant examination and validating bodies and have overall responsibility for providing accurate public examination entries to the exam co-ordinator
25. Ensure teachers take responsibility for ensuring that teaching rooms are kept in good order, have appropriate and stimulating wall displays which are reviewed, replaced and improved at regular intervals in accordance with the school's policy
26. Have overall responsibility for ensuring organisation of suitable cover work in the event that no work has been set by absent teachers
27. Communicate effectively with parents and carers.
28. Share in the management of the behaviour of students including the break duty rota

29. Lead in the implementation of the Behaviour for Learning policy and the Five Respects in the Maths Faculty so that effective learning can take place
30. Promote the application of ICT in the Faculty, especially the use of VTLE
31. Help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
32. Contribute to PSHE, Citizenship and Enterprise according to the school policy

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

33. Actively engage in the school's Appraisal process.
34. Take part in the school's staff development programme by participating in arrangements for further training and professional development
35. Lead by example and promote and enable team work in pursuit of corporate excellence
36. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
37. Follow the school's agreed policies for communications in the school
38. Co-operate with other staff to ensure resources are shared and used effectively and to the benefit of the School, Faculty and students.
39. Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

GENERAL RESPONSIBILITIES

40. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
41. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
42. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description
43. Maintain confidentiality and observe data protection and associated guidelines where appropriate
44. Contribute to the school marketing activities, e.g. the collection of material for press releases
45. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

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

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants or for any employee who develops a disabling condition.

Date: Nov 2016

Head teacher: H. S. Hayer

