

VALLEY PARK SCHOOL JOB DESCRIPTION

Name:	
Job Title:	Head of Department – Mathematics Member of Senior Management Team
Allowance:	TLR 1 (£13,027)
Responsible for:	Members of the Mathematics Department
Responsible to:	Leadership Group

Employment Duties:

- To carry out the duties as set out in the current School Teachers' Pay and Conditions document, having due regard to all Trust policies.
- This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

Particular Responsibilities:

- To be responsible for all items listed below as Subject Leader of Mathematics.

A Strategic direction and development of Mathematics

- Develop a vision for the Mathematics Department that secures high standards of learning and teaching in order to secure rapid and sustained progress for students in mathematics.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which contribute to whole school aims, policies and practices.
- Lead by example through demonstrating and achieving high standards in the teaching of the subject which sustain and raise standards of student achievement, behaviour and motivation.
- Monitor the progress made in achieving subject plans and targets and evaluate the effectiveness of these plans.
- Use data effectively to identify students who are underachieving.
- Analyse or interpret relevant national, local and school data, plus research and inspection evidence to inform policy and practice.

B Teaching and Learning

- Be responsible for the annual review and implementation of effective programmes of study which meet all statutory requirements.
- Ensure teachers are clear about teaching objectives, understand the sequence of learning in the subject and communicate such information to students.
- Provide guidance on the choice of appropriate teaching and learning methods to take account of individual learning needs.
- Ensure opportunities are provided for the development of literacy, numeracy and ICT skills.
- Take account of the needs of talented and gifted students.
- Establish clear policies for assessing and recording students' progress and attainment, for setting future targets. Ensure that information about students' previous achievements is used effectively to inform target setting and to monitor progress.
- Establish a good partnership with parents to involve them in their child's learning in the subject, as well as providing information about the curriculum.
- Lead the review of the examination analysis within their team and identify implications for the teaching of the subject.

C Leading and managing staff

- Develop teamwork and mutual support through meetings and by developing responsibilities.
- Monitor and evaluate the work of all staff involved in teaching the subject and take action as necessary to secure improvement.
- Carry out appraisal reviews and audit their and the subject's training needs.
- Lead professional development in the subject and ensure staff attend and support appropriate CPD.
- Sustain motivation by enthusiasm for the subject, involvement of the department with professional associations and other external links.
- Induct new staff, NQTs and trainee teachers.
- Set standards for the conduct and behaviour of students within the subject and help staff maintain these standards and achieve constructive working relationships with students.
- Work with the Foundation Learning Department to ensure that individual education plans are used to set subject specific targets.

D Efficient and effective deployment of staff and resources

- Establish resource needs for the subject and advise appropriate managers of likely priorities for expenditure.
- Deploy and monitor subject budget.
- Deploy staff involved in the subject to ensure best use of expertise.
- Ensure the effective and efficient management and organisation of learning resources, including ICT.
- Ensure the care, storage and security of resources and stock.
- Explore opportunities to develop new resources from a wide range of sources inside and outside the school.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Implement the Health and Safety Policy, ensuring that there is a safe working and learning environment in which risks are properly assessed.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the teacher retaining one and the Headteacher the other.