

## HEAD OF MATHS JOB DESCRIPTION

<b>LOCATION</b>	Dubai
<b>JOB PURPOSE</b>	To inspire and motivate students to succeed in a premium education setting.
<b>REPORTING TO</b>	Head of Secondary
<b>DIRECT REPORTS</b>	
<b>OTHER KEY RELATIONSHIP</b>	Deputy Head of Secondary

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>Responsible for:</li> <li>Main Activities:</li> <li>Pastoral Activities</li> <li>Additional Duties</li> </ul>	<ul style="list-style-type: none"> <li>To lead the development of Mathematics and other relevant staff through skilled human resource management.</li> <li>Attending meetings and cascading information to the students.</li> <li>To act as a form tutor and monitor and support pupils progress, within your tutor group.</li> <li>Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group.</li> <li>To ensure the Behavior Management system is implemented in the department so that effective learning can take</li> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>Responsible for:</li> </ul>	<ul style="list-style-type: none"> <li>To support the development of students in Mathematics through skilled personalized provision</li> <li>To ensure that teaching and learning styles are at the forefront of outstanding practice.</li> <li>To secure a rigorous and robust approach to all forms of assessment.</li> <li>Improving quality of teaching &amp; learning.</li> <li>Ensuring all students are working towards achieving the necessary progress in line with national standards.</li> </ul>

<ul style="list-style-type: none"> <li>Main Purpose:</li> </ul>	<ul style="list-style-type: none"> <li>Providing a secure and engaging learning environment.</li> <li>Delivering learning that is appropriate to the national curriculum &amp; exam board criteria.</li> <li>Working to achieve whole school development plan.</li> <li>Proactively ensuring that learning is taking place according to the expectations of the department and school policies. Working to endeavor that all students make progress according to the international standards by providing a supportive and engaging learning environment. To work alongside other staff members and the department management to achieve any objectives.</li> <li>Promoting a stimulating and inspiring learning environment that ensures the engagement of students.</li> <li>Develop teaching and learning within the curriculum area.</li> <li>Monitoring the progress of students and acting upon this information.</li> </ul>
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>Main Purpose:</li> </ul>	<ul style="list-style-type: none"> <li>Contributing resources and materials to the department.</li> <li>Attending meetings and acting upon information provided.</li> <li>To respond to day to day issues within the curriculum area, constantly displaying professionalism and using initiative along with commitment to the departments' development plan.</li> <li>Work collaboratively and sharing good practice with staff</li> <li>Ensure there is an understanding of syllabus/course selection, student exam/assessment entries and this is implemented into teaching practice.</li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>Responsible for:</li> <li>Main Activities:</li> </ul>	<ul style="list-style-type: none"> <li>To develop and implement the ethos of the school, leading by example at all times.</li> <li>Reporting to Head of Secondary on student performance within the curriculum area.</li> <li>Reporting to Head of Secondary on the impact of implemented teaching and learning strategies.</li> </ul>

<ul style="list-style-type: none"> <li>Additional Duties:</li> </ul>	<ul style="list-style-type: none"> <li>Continuing to develop and improve skills and knowledge of the curriculum area through attending CPD training and personal</li> <li>Providing a professional role model for students.</li> <li>Any other duties as directed by the Head of Secondary.</li> <li>Continual development through the identification and implementation of your own Personal Development Plan.</li> </ul>
--	--

#### PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

<ul style="list-style-type: none"> <li>Qualified to degree level or above</li> <li>Qualified Teacher Status in chosen subject</li> <li>Proven track record with at least two years' teaching experience</li> <li>Proven record of effectiveness &amp; success</li> <li>Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly</li> <li>Excellent and appropriate relationships with young people</li> <li>Working in partnership with parents</li> <li>Experience of delivering a UK National Curriculum, IMYC, IGCSE and the IB Diploma</li> <li>Proven track record with at least two years' teaching experience</li> <li>Proven record of effectiveness &amp; success</li> <li>Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly</li> <li>Excellent and appropriate relationships with young people</li> <li>Excellent oral and written communication skills</li> <li>Ability to engage children and enable them to perform highly</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<ul style="list-style-type: none"> <li>Experience of teaching IB/A level</li> </ul>	<p>Desirable</p>

#### Personal Attributes

<ul style="list-style-type: none"> <li>High levels of personal integrity</li> <li>Conscientious and able to focus on completing work to a consistently high standard</li> <li>Flexible and positive approach to work</li> <li>Excellent organisational and time-management skills; high attention to detail</li> <li>Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>Adaptable to working in a fast paced ever changing environment</li> <li>Ability to work under pressure and remain calm</li> <li>Proactive and willingness to take on multiple tasks</li> <li>Self-motivated and enthusiastic</li> <li>Ability to work independently</li> <li>Must be a team player, willing to help and be flexible</li> <li>Continually strive for improvement</li> </ul>
--

## Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in UAE.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

## PHILOSOPHY AND VALUES

### We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations.

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation.