



NETHERHALL LEARNING CAMPUS HIGH SCHOOL

Post Title: Head of Maths
Salary Grade: TLR 1a
Responsible to: Assistant Head

The Head of Department is responsible for the effective delivery of Mathematics in line with the School's Development Plan and to ensure that students across the ability range fulfil their potential.

The post holder will have responsibility for the delivery, organisation and management of the subject and for the direction of those staff teaching it.

Heads of Department are expected to contribute to planning and policy making.

Management of the Curriculum

To co-ordinate;

- the planning and the delivery of Mathematics
- the development of units of work that meet the learning needs of students within the context of the National Curriculum
- the writing, monitoring and reviewing of schemes of work
- the contribution to the delivery of the school's inclusion and cross curricular programmes
- the liaison with the Curriculum Support Team to ensure that pupils' learning is adequately supported
- the assessment, recording and review of student progress
- the use of assessment information to set targets for students
- the implementation within their department of the school's discipline and behaviour policy.
- the implementation of the school's Teaching & Learning Policy.

Management of Staff

- to act as line manager for staff within their subject area
- to take part in the Performance Management process within the school's policy
- to contribute to the professional development of staff
- to provide support for N Q T's and trainee teachers.

Management of Resources

- to manage allocated resources effectively to support student learning and raise achievement
- to support the school's Health and Safety Policy.

Management of Behaviour & Discipline

- to manage the department's system of pupil support and guidance, including supporting whole school policies on Behaviour and Discipline.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Alternatively go to <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>