St Leonard's Catholic School

Job Description

Post Title:	**Head of Mathematics**

Purpose:

- To raise standards of pupil attainment and achievement within the curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the subject/ curriculum area and numeracy throughout the school.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department.

Reporting to:	Head/ Deputy Head/ Assistant Head. Governing Body
Responsible for:	Subject teaching staff and subject support staff.
Liaising with:	Head/Deputies, other Heads of Department, Heads of Year, Pupil Support Services, relevant teaching and support staff, LA staff, parents.
Working Time:	195 days per year. Full-time.
Salary/Grade:	TLR 1c
Disclosure Level:	Enhanced.

MAIN DUTIES

Operational/Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, homework policy, assessment, assessment for learning, teaching & learning strategies in the department.
- The day-to-day management, control and operation of course provision within the department, including the effective deployment of staff and physical resources.
- To actively monitor and follow up pupil progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and plans of the school.
- To work with the SLT to ensure that the work in the curriculum area fully reflects the school's distinctive Catholic/Christian ethos and mission.

- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national/local requirements and are updated where necessary.

Curriculum Provision:

- To liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan.
- To be accountable for the development and delivery of curriculum subjects.
- To ensure scheme of work includes spiritual, moral, social and cultural developments as well as promoting diversity, equality and Citizenship.

Curriculum Development:

- To lead curriculum development for the department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and school levels (e.g. Assessment for Learning).
- To take a lead on promoting and developing numeracy across the school.
- To liaise with the AHTs to maintain accreditation with the relevant examination and validating bodies.
- To contribute to school policies.

STAFFING

Staff Development: Recruitment/Deployment of Staff

- To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To deliver/support/arrange departmental professional development.
- To be responsible for the efficient and effective deployment of staff.
- To undertake Appraisal Review(s) and to act as team leader for departmental staff.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the review process for teaching posts when required and to ensure the effective induction of new staff.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's Initial Teacher Training programme.
- To be responsible for the day-to-day management of departmental staff and act as a positive role model.

Quality Assurance:

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effective teaching and learning styles within the department.
- To contribute to the school procedures for lesson observation including feedback.
- To ensure consistency of judgements in lesson observations within the department.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures.
- To implement modification and improvement where required.
- To complete departmental SEF and update annually.

Management Information:

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance incorporating individual teacher performances including the use of value-added data.
- To produce an annual report for the SLT line manager.
- To submit pupil examination entries.
- To determine teaching groups in consultation with SLT.
- To provide the Governing Body with relevant information relating to the departmental performance and development.

Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To chair departmental meetings and arrange for appropriate information be delivered to the SLT.
- To attend and contribute to Head of Department meetings and to relate issues to departmental staff.
- To represent the department's views and interests.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Marketing and Liaison:

- Effective promotion of subject at Open Days/Evenings and other events.

- To actively promote the development of effective subject links with external agencies.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To ensure that staff have the appropriate resources to deliver high quality education.
- To work with the Deputy Head in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.

Monitor Learning:

- To monitor and support the overall progress and development of pupils within the department.
- To monitor pupil attendance together with pupils' 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.
- To ensure the behaviour management system is implemented so that effective learning can take place.

Teaching:

- To undertake a designated programme of teaching.
- To assess, record and report, on the attendance, progress, development and attainment of pupils and to keep such records.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that cross curricular ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils.
- To promote diversity and equality in subject teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback in accordance with school policy.
- To make available on a termly basis summative levels/grades for pupil progress and attitude.

Form Tutor:

- To be a Form Tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- To liaise with a Head of Year to ensure the implementation of the school's Pastoral System.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To contribute to PSHCE and enterprise education.
- To apply the behaviour management systems so that effective learning can take place.

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive Catholic/Christian mission and ethos and to encourage staff and pupils to follow this example.

Other Specific Duties:

- To contribute to whole school INSET.
- To continue professional development.
- To undertake any other duty as specified by STPCB not mentioned in the above.

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

Employees will be expected to comply with any reasonable request from a manager 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, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.