



Gulf British Academy

Head of Mathematics

Job Description (v. 2021/22)

Position:	Head of Mathematics
Hours:	6:45am to 2:45pm
Salary:	Competitive
Reporting to:	Assistant Headteacher (curriculum, achievement, assessment)

You are employed at Gulf British Academy in the capacity stated above and your conditions of service are controlled by the latest version of this job description and your employment contract.

Job purpose

Your role as **Head of Mathematics** at Gulf British Academy is additional to your role as a Teacher.

The main focus of the Head of Mathematics is to provide high quality leadership for the subject in all aspects of strategic and developmental planning as well as teaching and learning. This is alongside leading and managing staff, enhancing achievement in the subject (including external assessments), monitoring and maintaining records, managing resources and budgets, and general administration.

Duties and responsibilities

Strategic direction and development

- Lead and plan the future direction and development of your subject area.
- Coordinate the practices and policies of the subject with whole school practices and policies.
- Ensure through effective monitoring of planning, teaching and learning that the school's commitment to high achievement is supported.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

- Use data effectively to identify pupils who are underachieving in the subject, and create and implement effective plans to support those pupils where necessary.
- Develop plans and targets for your department, with timescales and success criteria.
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

Teaching and learning

- Monitor teaching within the subject, through formal and informal observations, overseeing plans, identifying and celebrating good practice.
- Ensure that the criteria for different levels of work and differentiation are understood and applied consistently throughout the school.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Ensure effective development of pupils' literacy, numeracy and IT skills through the subject.
- Develop and maintain Schemes of Work to support teaching and learning, and ensure that there is consistency in implementation of the schemes, which should be regarded as working documents to be developed and improved.
- Be responsible for continuity and progression within the subject.
- Ensure curriculum coverage, continuity and progression in the subject for all pupils, including more able pupils, pupils with special educational needs and pupils with English as an additional language.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress.
- Ensure appropriate curricular targets are in place for all pupils, devising methods to meet those targets, evaluate performance against targets and account for success and shortfalls.
- Plan, with Year Heads where appropriate, intervention strategies to address problems identified through the monitoring process.
- Guide by example the work of other subject staff; set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching.
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
- Ensure effective development of pupils' individual and collaborative study skills.
- Work with staff to establish parent partnerships to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.

External assessments

- Update and maintain teachers' familiarity with external specifications, for example GL assessments.
- Analyse and report on assessment results in the subject to Assistant Headteacher (curriculum, achievement, assessment).

Leading and managing staff

- Engage in professional dialogue with other teachers and Subject Heads to further the professional development of staff.
- Support the Senior Leadership Team in terms of timetabling staff, deployment and recruitment of staff, evaluation of staff etc.
- Ensure that the headteacher and senior leaders are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.
- Help staff to achieve constructive working relationships with pupils and parents.
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team-work and mutual support; devolving responsibilities and delegating tasks, as appropriate.
- Sustain your own motivation and, where possible, that of other staff involved in the subject.
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s).
- Audit training needs of subject staff.
- Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, subject associations and leading education professionals.
- Make sure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- Enable teachers to achieve expertise in their subject teaching.
- Work with staff with special educational needs expertise to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs.

Meetings and communication

- Maintain excellent two-way communication between yourself and other colleagues.
- Ensure clarity about weekly / long term planning, departmental targets, assessments etc. so that there is a coherent and understood approach to such issues.
- Focus on pedagogy and the development of high quality teaching and learning within meetings.

Resources / budgets / administration

- Oversee efficient financial management of the subject resources and the maintenance and development of resources.

This job description will be reviewed annually by the SLT and may, after consultation with the post holder, be changed according to the needs of the school.

It will form the basis of teacher review meetings and sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Printed name of post holder:

Signature of post holder: Dated:

Approved by Headteacher: Dated:

Approved by School Director: Dated: