

Head of Mathematics

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| Job Description | |
| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **Summary of the role** | **Job Title:**  Head of Mathematics  **Department:** Mathematics Department  **Location:** De Parys Avenue, Bedford  **Job Purpose:** To lead the Mathematics Department, teach Mathematics from Years 9 – 13, and oversee all Mathematics teaching including GCSE, A Level and IB  **Reporting Line:** Deputy Head (Academic)  **Hours:** Full time but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998). |
| **Line management responsibility for:** | Mathematics Department  Head of Computer Science (Computer Science currently falls within the Mathematics Faculty) |
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| **Main duties and responsibilities** | This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.  The main duties and responsibilities of the Head of are as follows (this list is not exhaustive): **Your Professional Duties** You are expected to act in accordance with the Mathematics aims, policies and administrative procedures of the School.  The Head of Department is responsible to the Head Master for all aspects of the organisation, management and performance of the Department.  **Specific Duties and Responsibilities**   1. Department Management  * To ensure that all members of the Department fulfil the requirements of their job descriptions as teachers and teaching assistants. * To promote a collective Mathematics Department identity in the School and to devise and execute an inspiring development plan (updated annually) in accordance with the Head Master’s strategic priorities. * To assist in the development of the aims, policies and administrative procedures of the School and to ensure that these are implemented through the work of the Department. * To be available to Departmental colleagues and be able to offer advice and guidance and support; to oversee all aspects of Departmental appraisal and INSET training; to oversee the induction of new staff. * To conduct a periodic appraisal of the Department (including the Head of Computer Science) and a thorough analysis of exam results every August. * To review, maintain or develop appropriate schemes of work at all levels; to be aware of general developments in Mathematics education and to maintain a detailed knowledge of proposed changes in syllabus expectations. * To take responsibility for the administration of the Department: to include timetable planning; setting; teaching rooms; exam entries (internal and external); budget planning, budget management, syllabus selection, resource allocation, oversight of coursework and controlled assessment. * To develop and regularly review Departmental policies; to ensure that school expectations with regards to prep, marking and data analysis are met within the Department and to track the progress of pupils; to meet regularly as a Department and to ensure that minutes are kept of the meetings. * To lead, promote and monitor extra-curricular activities and events related to the subject. * To liaise with other Heads of Departments as necessary; represent the Mathematics Faculty at Faculty Committee; represent the Department at Heads of Departments’ Meetings; to advise the Head Master about resources, curriculum changes, staffing and professional development. * To ensure that the visual appearance of the Department and its classrooms are of the highest standard. * To advise all those wishing to pursue any university studies and careers linked to the subject. * To advise the Head Master on the selection of new staff. * To develop good relations with boys, parents, teaching and non-teaching colleagues and the wider community; to represent the School when required. * To liaise with Heads of Mathematics in other schools. * To carry out any other responsibilities reasonably required by the Head Master.  1. Teaching  * Uphold high standards of preparation, teaching and discipline. * Plan lessons in accordance with Department’s schemes of work. * Set and mark homework, examinations and other forms of assessment. * Use ICT within the curriculum. * Contribute to departmental activity beyond the curriculum. * Establish high and appropriate expectations for learning, motivation and presentation of work.  1. Assessment, Recording and Reporting  * Maintain plans of lessons undertaken and records of boys’ work. * Provide constructive oral and written feedback, with clear targets. * Report on pupil progress in line with School policy. * Keep parents informed of boys’ progress at parents’ evenings, and as appropriate.  1. Pastoral Care  * Be fully conversant with and apply the School’s child protection policy and all related issues. * Promote the general progress and well-being of boys’ in your care. * Perform the duties of a Tutor in line with school expectations.  1. Professional Standards  * Support the aims and ethos of the School. * Treat all members of the School community with respect and consideration. * Treat all boys fairly, consistently and without prejudice. * Set a good example to boys in terms of appropriate dress, punctuality and attendance. * Participate in the School’s extracurricular programme. * Take responsibility for personal professional development * Attend all Departmental and staff meetings, Parents’ Evenings, New Parent’s Day, Exam Results’ Days and ensure that all deadlines are met as published in the on-line School calendar. * Take responsibility for matters relating to health and safety. * Undertake duties that may be reasonably assigned by the Head Master (directly or indirectly).   Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process. |

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

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| Person Specification – Head of Mathematics | | | |
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|  | **Essential**  These are qualities without which the Applicant could not be appointed | **Desirable**  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | **Method of  assessment** |
| **Qualifications** | Good honours degree in Mathematics or an appropriate related subject from a recognised university either in the UK or overseas. | PGCE / QTS | *Certificates* |
| **Experience** | Teaching of GCSE and A Level Mathematics to a high level including Oxbridge entrance or equivalent. | Experience of and teaching of the IB.  Experience of academic leadership. | *Application form and references* |
| **Skills and Knowledge** | Outstanding teaching practice.  An ability to inspire and motivate students.  Excellent communication, orally and in writing, with boys, parents and staff.  Driven and motivated with proven leaderships skills  Strong organisational and time management skills.  The ability to utilise and develop departmental teaching strategies and resources.  Excellent interpersonal skills.  Proficiency in ICT and the ability to use ICT appropriately to support learning.  To have a well-informed understanding of the requirements of GCSE, IB and A Level Mathematics and their suitability for meeting leaners needs.  To have up-to-date appreciation of the requirements of relevant exam specifications.  Understanding of safeguarding and pastoral issues. | To be able to contribute material to the website and the VLE.  A clean driving licence.  A D1 minibus licence or a willingness to obtain one.  Experience of best practice in data analysis and tracking of student progress.  A good knowledge of relevant ICT applications and techniques for the teaching of Mathematics.  Ability to coach one of the school’s major sports (Rowing / Rugby / Cricket / Hockey) and/or contribute to the School’s extra-curricular activities | *Application form, references* *and interview* |
| **Personal competencies and qualities** | An intellectual interest in Mathematics and a passion for the subject and all it offers.  An approachable and professional manner.  A pragmatic and ‘can do’ approach.  Resilience, commitment and confidence.  An ability to prioritise and remain calm under pressure.  Flexible, well-organised, energetic and self-directed. | Ability to advise pupils, parents and staff insightfully.  Interest in continuing professional development of self and colleagues.  A perceptive understanding of teenagers and their ‘needs’ and ‘expectations’. | *Interview and references* |