

JOB DESCRIPTION

Job Title: Director of Mathematics
Responsible to: Vice Principal

Job Purpose:

- To raise standards of student attainment and achievement within the whole Subject area and to effectively monitor and support student progress.
- To be accountable for student progress and development within the Subject area.
- To be accountable for leading and developing the Subject area.
- To develop and enhance the teaching practice of others.
- To evaluate, manage and deploy teaching, support staff, financial and physical resources within the Subject area.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Mathematics and numeracy, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal of the school.
- Prepare, monitor and update subject plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and team plans to support the academy's improvement.

Principal Duties:

To perform all duties identified in the job description for teachers and in addition:

Leadership & Management of others

- Empower members of the team to develop their leadership potential to ensure continuous improvement within the team.
- Chair department meetings to ensure that they are used effectively to review performance, progress, monitor actions, implement strategies and provide professional development opportunities.
- Effectively communicate an entry strategy to ensure that outcomes provide the best opportunity of positive P8 data by student group and that the 'Basics' figure places Maths outcomes in line or better than those across the Academy and locally.
- Work with the Head of Maths to ensure that members of the team meet regularly to moderate assessments in order to enhance their knowledge and understanding of assessment criteria.
- Ensure that all members of the team regularly record students' progress and track progress towards end of year targets.
- Ensure that formal assessments are undertaken in accordance with the school's policy and recorded appropriately.
- Ensure that members of the team provide progress information to year teams in advance of termly progress reviews.

Leadership and Management of Teaching and Learning

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond MHA.
- Exemplify in own practice the outstanding skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the team.

- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning and where appropriate delegate tasks to other members of the team.
- Ensure that marking, feedback and assessment is completed regularly and in accordance with the academy policy to impact positively on student progress.
- Monitor students' work and the classroom practice of those in the team to ensure high standards are maintained.
- Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the team.
- Ensure the team's delivery and development of the curriculum is effective in meeting the needs of all students.
- Ensure that policies, syllabuses and schemes of work are fit for purpose and meet the requirements of external examinations. Where appropriate, delegate responsibility for the review and revision of a subject to members of the team directly involved in teaching the subject.
- As the result of monitoring activities and consultation with members of the team produce the department improvement plan for inclusion in the academy improvement plan.
- Implement the plan and provide or arrange support for colleagues to ensure that the objectives of the plan are met.
- Complete regular appraisals of staff and support their professional development in accordance with school policy.

Leadership and Management of Students' Attainment and Progress

Work with the Vice Principal and Assistant Principal (Standards) to ensure that teachers use assessment for learning effectively so that:

- Lessons are pitched appropriately and the planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons.
- All students are set end of year targets and incremental targets for each term to help them make good progress.
- Students are given the opportunity to assess their own progress against their targets.
- Teachers' feedback and marking refer to targets and indicate what students need to do to improve their work. Regular tracking should inform planning and feedback should be personalised.

Co-curricular activities

- Lead and develop the numeracy enrichment programme and contribute to a wide variety of Maths and Numeracy clubs for pupils which could take place before, during and after school and, as required, at weekends and during holidays.
- Maintain strong and mutually beneficial links with other schools.

Reporting and Documentation

- Lead on the preparation of documents accordingly for inspections, Governors meetings and Departmental reviews.
- Prepare, monitor and update core departmental plans in consultation with the Maths Department and Vice Principal as required.
- Oversee and prepare schemes of work for Mathematics and related subjects with colleagues.

Training & Development of self and others:

- As a lead professional ensure you set personal targets for yourself and others and take responsibility for own continuous professional development.

- Be proactive in identifying training needs within the team, ensuring that they are appropriately met, and that all members of the team are active in their own personal and continuous professional development.

General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Vice Principal fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.