



City of London Academy (Southwark)

## Head of Mathematics Job Description

<b>Grade</b>	Up to UPS3 (Inner London) + Academy TLR7
<b>Responsible to</b>	Director of Maths
<b>Job purpose</b>	To provide strong strategic leadership and management of the Mathematics Faculty including the development and implementation of strategies to promote high levels of academic achievement for all students and ensure the curriculum, classroom pedagogy and extra-curricular activities support this aim.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"><li>• Active participation serving as a role model for other Heads of Faculty</li><li>• To undertake whole school responsibilities</li><li>• To undertake duties, training and/or hours of work as may be reasonably required by the role</li><li>• To hold devolved responsibility for forming and maintaining links with external agencies, community and business partners appropriate to the role</li><li>• Achievement of academic targets across the faculty including each key stage</li><li>• Develop and implement a strategy for the faculty so that it supports the achievement of academic targets and the objectives of the Academy Development Plan</li><li>• In conjunction with the Director of Mathematics set strategic targets for teaching and learning across the faculty</li><li>• To develop and implement partnerships to support the curriculum and other activities such that wider expertise enriches the holistic learning experiences of the pupils including</li><li>• To design an innovative curriculum that meets the aims of the Academy and the needs of all students including their Spiritual, Moral, Social and Cultural development</li><li>• Ensuring that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low skill base, hearing or visual impairment, and the very able</li><li>• Working with other departmental heads to agree schemes of work so that the content of courses is complementary and so provides students with a broader understanding of Mathematics and Statistics and their links with other fields of study</li><li>• Ensuring that the business enterprise culture pervades the entire curriculum</li><li>• Monitoring and evaluating progress towards meeting pupil achievement targets</li><li>• Regularly monitoring of the external and internal environment so that appropriate Mathematics initiatives continue to influence and improve learning for pupils and staff</li><li>• Undertaking any reasonable duty as directed by the Principal that is commensurate with the role</li></ul>
<i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i>	



City of London Academy (Southwark)

**Person Specification**  
**Job Role: Head of Maths**

**QUALIFICATIONS**

No	Description	Rating
1.	Good First Degree	Essential
2.	Qualified Teacher Status	Essential
3.	MA (or working towards)	Desirable

**SKILLS & EXPERIENCE**

No	Description	Rating
4.	Ability to take responsibility for a whole school area	Essential
5.	Excellent leadership skills	Essential
6.	Proven strategic management experience in Mathematics	Essential
7.	Capable of initiating and maintaining innovative curriculum design and delivery	Essential
8.	Consistent record of good & outstanding lessons, planning for progression and assessment for learning	Essential
9.	Proven record of raising standards in Mathematics at all ability levels and all Key Stages	Essential
10.	Proven ability to contextualise and transfer enthusiasm for area specific concepts and their practical applications to pupils and departmental staff	Essential
11.	Experience of high quality pupil tracking and feedback practices, and designing meaningful intervention programmes	Essential
12.	Proven expertise in recruitment and retention of high quality staff	Essential
13.	Flexible management style that involves all stakeholders on decision making, as appropriate, develops staff and builds relationships.	Essential
14.	Experience of a range of Mathematics courses and progression routes	Essential
15.	Excellent understanding of the strategic importance of ICT to raising standards and a commitment to e-learning across the curriculum	Essential
16.	Self-motivated with exceptional organisational and planning skills	Essential
17.	Excellent communication and user ICT skills	Essential
18.	Involvement in networking and sharing of best practice	Essential
19.	Commercial experience	Desirable
20.	Recent experience of Ofsted Inspection	Desirable
21.	Proven competence in instigating and maintaining support from business and enterprise	Desirable
22.	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential