**Head of Mathematics**

(to be read in conjunction with the Secondary School Teacher Job Description)

Reviewed: January 2017. Next review: January 2018

**Accountable to:** SLT line lead

**Overall Responsible and Accountable for:** Leadership, organisation and outcomes of the department

**Strategic Direction and Development**

* To provide the strategic direction for the department by consistently setting high expectations for students and staff, and promote the subject(s) within the school
* To lead, develop and enhance the teaching practice of all teachers within the department, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject
* Analysis of school and national data relevant to the department and beyond your assigned students, to effectively identify areas of strength and areas for development that will inform interventions, targets and teaching methods across the department
* Contribute to the school’s robust programme for self-evaluation at a department level
* Monitoring and evaluating progress towards targets within the FIP and SIP

**Teaching and Learning**

* Ensure curriculum coverage (by schemes of work and syllabuses), continuity and progression for all students including those within target groups eg SEN, PP and more able
* Be ambitious for all students and promote improvement effectively, organise additional assistance to students as needed
* Ensure all teaching materials and resources are up to date and relevant
* Ensure effective development of students’ literacy, numeracy and ICT skills throughout the curriculum.
* Ensure that department teachers carry out assessment, recording and reporting consistently and in line with school policies
* Engage with school-wide learning initiatives and lead these in the department
* Following each reporting cycle, review assessment data and coordinate any necessary action across the department and identify appropriate interventions
* Ensure that behaviour for learning is enforced through effective use of internal on call, teacher and department detentions and regular communication with parents and pastoral leaders

**Leading and managing staff**

* Support constructive working relationships among department staff by example
* Support professional development of department staff through example and support
* Mentor and support and challenge colleagues ensuring their continued professional development
* Ensure all staff engage with Teaching Assistants and other relevant colleagues to support student progress
* Be responsible for the general welfare of department members