**ROKEBY SCHOOL**

**JOB SPECIFICATION**

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| **Head of Maths** |

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| **Role outline:** |
| The Head of Maths will be responsible for developing this vital core subject throughout the school from the Foundation Stage to Year 8 (Common Entrance and Scholarship Level) with particular emphasis on Years 5-8 and will ensure that all areas of Maths are managed effectively and successfully.  They will work with the Second i/c Maths and the Senior Teacher (Lower School Curriculum) to ensure effective subject development.  Heads of each department have responsibility for ensuring that their department is properly organised and managed. |

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| **Key responsibilities:** |
| Subject Leaders are responsible for ensuring that their departments are managed effectively.  This includes the following:   * being available for advice and guidance to other members of the department * being responsible for the induction and mentoring of new members of the department * cooperating with the school’s appraisal and review programme as required * taking appropriate advantage of training opportunities and encouraging members of the department to do the same * planning for the department within each year group and throughout the school by producing for the department the relevant programmes of study and schemes of work and reviewing these at regular intervals * preparing development plans for the department on an annual basis * preparing, developing and extending our online provision through Atom Learning and Firefly * liaising regularly with other members of the department, checking their schemes of work and looking occasionally at how work is set and marked where relevant * liaising regularly with phase leaders to help ensure boys are prepared and ready for exams, senior school assessments and senior school interviews * to take part in the termly book scrutiny process * maintaining a departmental budget and ordering equipment as required * keeping abreast of any changes in the curriculum, and where necessary changing their syllabus * holding regular departmental meetings and maintaining good communication * holding meetings with the relevant members of the lower school staff (Deputy Head in order to ensure the proper continuation of the syllabus) * liaising with other Subject leaders where appropriate towards possible cross-curricular activity and preparing for participation in school events such as the valedictory programme * attending subject leader/ curriculum leader meetings * establishing and maintaining links with corresponding Maths leaders in other prep schools in order to compare and exchange ideas * attending the IAPS Maths cluster group meetings in order to build up relations with cluster group schools * observing members of the department teach and providing feedback as per the lesson observation schedule * organising a Maths activity as part of the Science week programme * liaising with the second in charge to organise and run Maths days, Maths trips and enrichment activities * entering pupils for local and national Mathematical competitions such as PMC, UKMT Eagle House and Cayley Challenge. * consider ways in which the department can partake in community events with local state schools * using ICT effectively and integrating it into the schemes of work * establishing and maintaining links with corresponding Subject leaders in senior schools in order to hear how Rokeby boys fit in, and to learn if our preparation can be improved; and * taking several classes for the teaching of Maths according to a timetable agreed with the Headmaster. |
| **Line Management** |
| As set out in the line management schedule, revised annually |
| **Standards and Expectations** |
| A member of the Middle Management is expected to meet or exceed the school’s standards and expectations. |
| **Responsible to:** |
| Deputy Head (Academic) |
| **Jason R Peck**  **Headmaster** |
| **January 2021** |