

Job Title: Head of Key Stage – Maths

Generic details:

The Head of Key Stage is responsible for supporting the progress and attainment of the Department on a day to day basis, and in formulating and putting into effect the key policies and practices which ensure that the academy strategic aims are achieved.

The role involves:

- Directly leading, coordinating, managing and performance managing staff and resources within the tier of subjects.
- Role modelling professional standards, team ethos and higher level communications, leadership and management skills, including maintaining the quality of teaching & learning.
- Effectively use data to monitor, track and evaluate subject performance, appropriate interventions and timely curriculum and or personnel changes
- Leading, developing and implementing an appropriate curriculum and assessment strategy which meets the needs of learners and enables students to progress and achieve.
- Liaising with other leaders to ensure consistency of practice and the dissemination of best practice.
- Liaising with outside agencies and providers, as well as senior leaders, in order to contribute to the development of academy strategies, practices, reporting systems and monitoring processes.
- Promoting and ensuring the promotion of Equal Opportunities and Child Protection as a fundamental aspect of all roles and practices in the academies.
- Any other appropriate and reasonable responsibilities in keeping with the level of the post and the requirements of the organisation.

Specific details:

The post holder is responsible for ensuring the smooth and efficient running of the Maths within a key stage on a day to day basis. They will ensure that their subjects offer the high quality education which will ensure that they are successful (as defined in terms of assessment results, inspection outcomes and public perception). This post is line managed by the Senior Leader for Maths. This post line manages all teachers of maths within their key stage.

All specific responsibilities of the post will be negotiated on appointment in line with the candidate's strengths and the priorities of the Academies.

Responsibilities

Leadership	Leading, managing and directing all staff within the key stage effectively. This directly results in students making progress, achieving and attaining over time in line with national benchmarks. Successfully implements the performance management cycle and structure to acknowledge staff success and hold those with poor performance to account. Quality assurance for consistency of standards across the Department areas.
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Attainment and Progress	Ensuring all students make appropriate attainment and progress, and that all staff are clear as to how their use of assessment data and teaching practice impacts on student outcomes. Planning and implementing strategies to support student progress.
Curriculum	Planning, developing and coordinating a broad and balanced curriculum and ensuring it is resourced and implemented effectively. Ensures that all learning plans and schemes of work are ready and fit for purpose for the beginning of each academic year.
Modelling effective teaching and learning practice and leadership	Role modelling effective strategic teaching and learning practice which has direct impact on the classroom experience of students. Act as a lead practitioner for effective classroom practice within the Department, supporting colleagues to become consistently 'good' or better. Through regular monitoring (e.g. drop ins, informal conversations, class data etc) knows the development and training needs of all staff within the Department.
Line Management	Role model and exercise the leadership appropriate to achieving academy targets. To support the Academy as a whole with regards to recruitment, appointments and the induction of Academy staff as appropriate.
Use of data, assessment monitoring and tracking	Ensure appropriate and rigorous assessments take place in line with the assessment calendar and that these are used to inform adjustments to Learning Plans, the curriculum and relevant interventions. Rigorous and regular monitoring and tracking of students minimises the risk of underachievement. As a result, all students are clear about what levels / grades they are given, what they mean and what they need to do to improve.
Attitude to Learning	Clearly sets out the expectations for presentation of student attitude, ethos, work, and interactions within the subjects in line with the academy policy. Is clearly visible in implementing consistent messages on attitudes to learning and expectations.
Home School Communications and liaison with outside agencies	Responds appropriately to all parent queries and concerns and responds within a timely and appropriate manner. Liaises with outside agencies to further develop and improve the learning experience of students.
SMSC	To ensure that SMSC is properly integrated into Department learning programmes
Reporting	To contribute to a Department SEF at the beginning of each academic year which analyses results and sets the strategic direction for the Department for the following year featuring Academy priorities. To produce AP and exam reports that analyse results and sets the strategic direction for the following cycle. To complete reports for a variety of audiences including senior leaders and the governing body.
Staffing and Cover	Tracks staff absence, holds return to work meetings and ensures that all new staff are observed in accordance with our policy.

The Department expectations in all of these areas are clearly set out in both Department and Departmental policies.

Delegated responsibilities, as per the Job Description staff who are line/performance managed.