

**JOB DESCRIPTION FOR Head of Maths**

**CHARTER SCHOOL EAST DULWICH**.

**Strategic Purpose**

The Head of Maths will assist the Senior Leadership Team (SLT) in ensuring high quality education for all students, continuous school improvement and ongoing staff development. The Head of Maths will support in shaping the school vision and will take direct responsibility for leading and managing certain key aspects of the school as it grows and matures. The Head of Maths will support the SLT in fulfilling their professional duties in relation to the day-to-day running of the school and the further development of a best-in-class Maths curriculum; currently this will be for Key Stage 3 and 4, but clearly mapped to support progression at Key Stage 5.

**Skills needed**

Being the Head of Maths of a relatively new school is very different from working in a fully established school. In addition to having the experience and expertise to do all of the above, the Head of Maths must be able to think creatively, show initiative, and be highly adaptable in their approach and ideas. As the school evolves and the challenges change, s/he will be relentless in their support of the school’s overall vision and supportive in adapting the school's procedures and processes to react to the school’s increasing size.

**Line of Responsibility**

The Head of Maths will be directly responsible to an Assistant Headteacher.

**Line Management and Peers**

The Head of Maths will ensure effective line management of specific members of the school’s staff. S/He will also promote effective line management of all other teaching and learning support staff.

**Operational Responsibilities**

The Head of Maths will support the SLT in planning and managing the school’s growth effectively and efficiently. S/He will:

* Support in appointing, leading and managing staff and students to ensure that the school's structure, personnel and curriculum enable everyone to achieve the highest possible standards.
* Function as Subject Leader for Mathematics and create and own the scheme of work and curriculum in these areas
* Be supportive in the pastoral management of the school, with full awareness ofSafeguarding responsibilities
* Lead and direct designated members of staff and students and ensure that effective responsibility is delegated through an appropriate management structure.
* Monitor, evaluate and review classroom practice and promote improvement strategies.

**Person Specification for Head of Maths**

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| **Qualifications, experience and attributes** |
| **Qualifications** | **Experience** | **Attributes** |
| * Qualified Teacher Status
 | * Leadership in an inclusive, urban secondary school
 | * Excellent written and verbal communication skills
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| * Bachelor’s degree (2.1 minimum)
 | * Experience of leading staff and teams in maths
 | * Self-motivated with good organisational skills and the ability to prioritise workload effectively
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| * Master’s degree (desirable)
 | * A successful track record in raising student attainment in Maths. Leading a mastery curriculum.
 | * Approachable to pupils, colleagues, parents and carers
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| * Relevant recent professional development
 |  Experience of contribution to whole school improvement strategies | * Adaptable to changing circumstances and open to new ideas; able to make decisions based on sound judgment
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|  | * Experience of innovative approaches to the development of teaching and learning
 | * Gives and receives effective feedback and acts to improve personal performance
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|  | * Experience and understanding of vertical tutoring arrangements (desirable)
 | * Accepts appropriate support from others including colleagues and Governors
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|  |  | * Shows a commitment to ongoing professional development
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|  |  | * Values diversity and the unique contribution that every individual makes to the learning community
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|  |  | * Consistently demonstrates high standards of professionalism, loyalty and integrity
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| **Competencies** |
| **Leading learning and teaching** | **Leading the organisation** | **Strengthening the community** |
| * Able to model outstanding classroom practice
 | * Ability to relate to a wide variety of school stakeholders
 | * Recognises and takes account of the diversity of the school’s community
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| * Accesses, interprets and analyses assessment and behaviour data to raise student attainment
 | * Ability to inspire, challenge, motivate and empower others to carry forward the school’s vision
 | * Builds partnerships and community consensus in values, beliefs and shared responsibilities
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| * Raises standards in the pursuit of excellence
 | * Ability to think strategically and to find creative solutions to the challenges of running a growing school
 | * Builds effective relationships with parents, carers, partners and the community to enhance the education of all students
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| * Champions the continuing learning of all members of the school community
 | * Understanding of new/free school issues and of the Ofsted framework
 | * Listens to, reflects and acts on community feedback
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| * Delivers choice and flexibility in learning to meet the personalised learning needs of every student
 | * Ability to design, implement and support appropriate structures and systems
 | * Works collaboratively and networks with other schools and academies to improve outcomes
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| * Strives for excellence and challenges underperformance.
 |  Delegates effectively and holds to account consistently and fairly |  |
|  | * Plans appropriately and organises themselves and others
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*The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects its entire staff to share this commitment*