Job Description

**Post: Head of Mathematics**

Accountable to: Vice Principal

Accountable for: Key Stage Co-ordinators, Numeracy Co-ordinator and Teaching Staff

**PURPOSE**

1. Act as leading professional and subject champion.
2. Inspire, manage and lead staff and students to achieve their very best.
3. Be responsible for all strategic and operational matters within the Department.
4. Ensure all teaching is ‘good’ or better. Where teaching is not good ensure appropriate support is in place.
5. Ensure all students make at least good progress by setting challenging targets.
6. Implement Academy policies and procedures to ensure best practice.

**ROLES AND RESPONSIBILITIES**

**Ethos**

* Raise aspirations of staff and students.
* Celebrate achievement at all levels.
* Create opportunities for staff and students to be the best they can.

**Leadership and Management**

* Create a sense of team amongst all Maths staff, including support staff.
* Manage professional development of self and team, including keeping up to date with educational changes.
* Be responsible for the day-to-day management, control and operation of the Department, including effective deployment of staff and physical resources.
* Coach, mentor and train teachers, facilitating team planning and review and to contribute to annual appraisal.
* Ensure the maintenance of accurate and up-to-date information about student progress.
* Monitor, evaluate and implement team and individual improvement strategies in line with the Academy Improvement Plan.
* Co-ordinate the development of the online curriculum to enhance opportunities for the students.
* Implement Academy Policies and Procedures, e.g. Health & Safety, Safeguarding etc.

**Curriculum and Planning**

* Initiate curriculum design, development and innovation.
* Ensure that RWC**M** is delivered consistently and effectively across the curriculum.
* Ensure there is a Curriculum overview.
* Monitor and review individual lesson planning.
* Ensure all teachers have appropriate subject knowledge and non specialists have appropriate support.

**Teaching and Learning**

* Monitor and improve the quality of learning.
* Monitor behaviour and achievement records to ensure consistency.
* Ensure that all behaviour incidents are logged appropriately and followed up by the teacher.
* Maintain a high quality learning environment that is conducive to learning and raises the aspirations of students.
* Co-ordinate, monitor and quality-assure the Department’s report to Parents.
* Ensure all staff have excellent subject knowledge and keep abreast of new developments within the world of Mathematics.
* Ensure that non specialists have appropriate support.

**Standards and Achievement**

* Ensure all students make at least good progress (3 levels of progress or better).
* Review and monitor the impact of interventions in conjunction with the Key Stage Co-ordinators and the Numeracy Co-ordinator.
* Implement regular review of tracking data and follow up actions in conjunction with the Key Stage Co-ordinators.
* Regularly review learning and teaching through work scrutinies, homework checks, learning walks, talking to students and teachers etc. in conjunction with the Key Stage Co-ordinators.
* Monitor, evaluate and implement team and individual improvement strategies.
* Moderate assessments, analysing the Progress Point data, intervening where performance is less than expected.
* Ensure students know their current individual levels of progress and with staff and parents, plan what they must do to improve.
* Manage and quality assure assessment, reporting and review systems.
* Ensure students are entered for appropriate exams/boards and tiers of entry.

**Liaison**

* Manage links with other subjects, primary schools and other partners of the Academy.
* Develop effective home-academy subject links, including parents evenings and open evenings.
* Lead subject events in the community and Academy.

**Other**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate member of Academy staff.
* Be committed to safeguarding and promoting the welfare of young people.
* Be aware of and support difference to help ensure everyone has equal access to the services of the Academy and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Attend and participate in meetings as required.
* Participate in the Performance Management process and continue personal development as agreed.
* Full implement and comply with all Academy policies.

*All responsibilities outlined in this job description are subject to review and change. In addition; the post holder will be expected to undertake any reasonable requests made by the Principal.*