

## Featherstone High School Job Description

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**Job Title:** Head of Maths  
**School:** Featherstone High School  
**Reports to:** Deputy Headteacher (SLT LM, Maths)  
**Salary:** Leadership L11 – L15

### Overview

As a Lead Teacher of Maths you will be responsible for the strategic development and day-to-day running of the Department. This will include Teaching and Learning; the progress and attainment of students; the curriculum; the leadership and management of the department.

In addition to this you will be attached to a year team and our Whole School Curriculum Planning Team.

### Job Purpose

- To carry out duties of a school teacher as set out in the current Schoolteachers' Pay and Conditions Document.  
To carry out the duties of a Classroom Teacher in line with this Job Description.
- To ensure that teachers of the subject provide teaching which is appropriate, coherent, well-planned and challenging.
- To liaise as appropriate in order to raise standards of teaching and learning in the subject across all years and meet the school's public examination targets for your subject area.
- To carry out particular duties that the Headteacher may reasonably direct as needs arise.

To achieve this post, the holder will:

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### Leadership and Development

- Have overall responsibility for all the teaching and learning within the department.
- Actively listen to, motivate and inspire all colleagues to work collaboratively to ensure you are building a high performing, collegiate team
- Lead, develop and enhance the teaching of other teachers within the department through staff training and other professional development activities.
- Implement the school's appraisal process across the department in line with the School's Appraisal Policy.
- Ensure a high quality induction programme is in place for all new staff.
- Work within the school's professional development programme to ensure that members of the department keep their knowledge and expertise up-to-date.
- Monitor, review and develop schemes of work across the curriculum and subsequently keep them under review.

- Develop the cross-curricular strands within Maths (including literacy, numeracy, ICT, SMSC, and Citizenship).
- Ensure that an extensive programme of extra-curricular activities is provided for all students in the school especially during the curriculum days and during Maths Week.

### **Management**

- To line manage the TLR2s in the subject area.
- Ensure that the department is adequately resourced to fulfil its function within the school.
- Be responsible for delegating work, monitoring progress and coordinating curriculum and assessment
- Ensure the department has a consistent approach to behaviour management and that all staff follow the department and School Behaviour Policy including the use of 'behaviour for learning'.
- Undertake all precautions to safeguard the health and safety of students and staff at all times within the subject area.
- Ensure that all students and staff are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender, race and any other form of discrimination are actively discouraged.

### **Monitoring**

- Monitor that teaching and schemes of work are appropriately differentiated to meet the needs of all students.
- Monitor that marking and assessment is carried out regularly in the subject area in line with department and school policies and procedures.
- Monitor the appropriateness of assessment materials across the department to ensure that rigorous regular checks are made of pupils' progress, that they are moderated and provide valid information.
- Have responsibility for ensuring that all students meet agreed targets
- Ensure that all members of the department are performing as effectively and efficiently as possible.

Date Issue:
Signature of Post Holder:
Signature of Head teacher:

## **Featherstone High School Person Specification**

**Job Title:** Head of Maths

### **Qualifications:**

1. Graduate qualification in Maths and QTS.
2. Evidence of further professional development since initial qualification.

### **Experience:**

3. At least 3 years successful teaching experience.
4. Demonstrate at least 2 years successful leadership, as a TLR2 or equivalent, in a curriculum or pastoral area of the school.
5. Excellent classroom practitioner, lessons consistently graded good or better, leading to consistently high standards of achievement, including with examination classes.
6. Evidence of being able to lead, manage and be responsible for initiatives and developments which led to raised standards.

### **Knowledge/Skills:**

7. Excellent organisational skills.
8. Excellent interpersonal skills with the ability to lead a team.
9. Ability to use ICT effectively to support Teaching and Learning.
10. Ability to form and maintain appropriate professional relationships with all stakeholders.
11. Maintain consistently high expectations of self and others, especially departmental colleagues and students.
12. Ability to manage and lead change
13. Ability to use new technology to support with department administration and Teaching and Learning
14. High-level communication and presentation skills applicable to a range of audiences.
15. Proven ability to interpret data within your subject area and make informed use of assessment information to raise achievement.
16. Ability to motivate others and develop a high performing collegiate team
17. Commitment to high standards including equal opportunities and safeguarding policies and procedures.
18. Enthusiasm for both your own subject and wider school provision and a passionate desire to communicate that to others.