Head OF Maths Department

St. Bede’s College is a 3 – 18 HMC Catholic Independent Co-educational Grammar School. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

St Bede’s College Ethos St Bede’s College educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen.

We seek as a College to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

THE MATHEMATICS DEPARTMENT

Staffing

The department currently comprises 7 teachers (full and part time including the Head of Department) who have a wide range of experience and backgrounds in Mathematics and Economics and Engineering. Differentiated teaching means all staff need to be confident that they can respond to a wide variety of needs.

The Post

We are looking for a talented and visionary individual who will be able to maintain and develop the place of Mathematics in the College, lead teaching and learning at all levels and further enhance the department’s excellent record of public examination results and access to exciting Higher Education destinations for the wider College.

PASTORAL AND CO-CURRICULAR CONTRIBUTION

The successful candidate will be expected to play a full part in the broader life of the College by contributing to the co-curricular provision and have the responsibility for a Tutor group.

PERSON SPECIFICATION

As the successful candidate, you will be able to demonstrate the following:

* A strong academic background, with at least a good honours degree in a Mathematical discipline or similar and, ideally, a PGCE or equivalent
* Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
* High personal and professional standards
* Strong managerial skills and the ability to lead a team
* Track record in developing and promoting interest in the study of Mathematics.
* Thorough knowledge of the subject and an interest in current developments
* Awareness of current trends in curriculum content and assessment routes
* Excellent time management and organisational skills
* Ability to take responsibility and to show initiative
* Ability to take the lead in developing new teaching and learning strategies
* Ability to use a variety of teaching and learning styles
* Ability to convey infectious enthusiasm for the subject
* Experience in the use of ICT to support the teaching of Mathematics
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Ability to manage practical classes effectively and safely
* Motivation to work with children and young people
* Positive attitude to managing behaviour in the classroom
* Be fully engaged with the aims and overarching ethos of a Catholic school

EXPECTATIONS OF A HEAD OF DEPARTMENT

Every Head of Department is directly accountable to the Academic Deputy Head with whom they have a formal, minuted meeting at least every half term during term-time. They should also liaise with the Academic Coordinator as appropriate. Heads of Department are expected to attend and contribute to the meetings of the Heads of Department and other groups where relevant. Heads of Department must remain vigilant in matters of safeguarding, ensuring that concerns which arise through lessons, preparation and attitude to work are passed on promptly to the Designated Safeguarding Lead.

The primary objective of a Head of Department is to provide academic leadership by:

* Encouraging academic rigour, high pupil expectations and intellectual ambition
* Promoting pupil confidence and success in the subject
* Maximising public examination results
* Realising departmental development targets which relate to the College Development Plan
* Ensuring the department works in accordance with published College policies
* Keeping abreast of issues relating to the subject
* Teaching to the highest standard and promoting excellent teaching
* Creating a positive, forward-looking team spirit in the department
* Maintaining pupil respect for the subject and good classroom discipline

The key areas of responsibility of a Head of Department are to:

* Develop and maintain high standards of teaching and learning
* Promote the development of teaching and learning in the department to the most ambitious level possible
* Encourage pupil take-up at GCSE and A Level
* Encourage applications to competitive higher education courses
* Monitor, report and act on pupil performance, including regular progress testing and consultation with teachers
* Liaise with members of the SLT, Heads of Year, Tutors, parents and others, as appropriate, regarding concerns over pupil performance or behaviour
* Provide support to departmental colleagues in dealing with behavioural issues
* Develop and enhance the teaching practice of those in the department
* Ensure teaching is organised to cater for the range of pupils in the College, including SEND, EAL and the most able
* Develop staff and pupil use of educationally appropriate forms of ICT

Support the Head and SLT in the process of new staff appointments:

* Help prepare the job description and advertisement
* Help shortlist candidates in accordance with the College’s recruitment and appointment procedures including those relating to safeguarding
* Participate in the interview and assessment process
* Oversee the induction of new staff on departmental matters
* Review new staff in accordance with the College’s induction policy

Manage the academic and operational staff in the department:

* Organise and effectively deploy staff
* Appraise the work of the staff in the department in accordance with relevant College procedures
* Identify staff development and training needs in line with the College Development Plan
* Monitor the work of the members of the department, including keeping marking in line with College and department policies and periodic inspection of pupil work and colleague mark books
* Report concerns about any staff in the department to SLT
* Respond in timely fashion to any parental complaints about staff in the department

Carry out the department’s administrative responsibilities:

* Maintain up-to-date and helpful departmental documentation, including the departmental handbook, schemes of work and internal assessment schedules
* Maintain up-to-date central departmental records of pupil performance and progress
* Conduct and minute weekly departmental meetings
* Organise internal examinations, progress tests and setting
* Mark entry scripts and provide candidate interview notes in timely fashion
* Make public examination entries via the Exams Officer
* Report on public examination performance
* Ensure the department contributes fully to reporting, including UCAS references
* Plan appropriate departmental staffing and rooming for the College timetable
* Formulate an annual budget request
* Organise and effectively deploy resources, including managing the departmental budget
* Request maintenance of equipment and fabric
* Comply with health and safety regulations and conduct risk assessments where relevant

Promotion and representation of the department and its work:

* Attend and contribute to Heads of Department Meetings and other groups as appropriate
* Disseminate information from meetings to the department
* Arrange for appropriate representation of the department on Open Day, Open Evening and Open Mornings and other whole College events
* Provide annually updated entries for publications such as Curriculum Guides for pupils and their parents
* Provide annually updated materials for the College website and magazines
* Suggest news stories for the website

HOW TO APPLY

St Bede’s College and its staff are committed to safeguarding the welfare of children. The College is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

St Bede’s College is committed to Equal Opportunities and welcomes applications from all sections of the community.