



OUR LADY & ST JOHN
CATHOLIC COLLEGE

DIRECTOR OF MATHEMATICS
Job Description

Role	Director of Mathematics
Job Purpose	Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy. You will have the opportunity to support the development of Mathematics across the Partnership, both LAs and the Diocese.
Accountable to:	The Headteacher via the designated line manager
Responsible for:	Mathematics Department Staff
Accountabilities	<ol style="list-style-type: none"> 1. Policy/Strategic direction and development <ol style="list-style-type: none"> a. Contribute to whole school policy-making and strategic planning as required by the Headteacher. b. Monitor standards systematically across the department and produce an annual Self Evaluation Form. c. Prepare, monitor and update annual departmental plans in consultation with colleagues. d. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans. 2. Leadership & management of others <ol style="list-style-type: none"> a. Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained. b. Empower members of the department to develop their leadership potential to ensure continuous improvement within the department. c. Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department. d. Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented. 3. Teaching and learning <ol style="list-style-type: none"> a. Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school. b. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.

	<ul style="list-style-type: none"> c. Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning. d. Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained. e. Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department. f. Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils. g. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as school productions and activity days.
	<p>4. Extra-curricular activities</p> <ul style="list-style-type: none"> a. Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.
	<p>5. Marketing and external links, including public occasions</p> <ul style="list-style-type: none"> a. Actively promote the department within the school community to encourage pupils' interest in the subject area. b. Contribute to the positive promotion and marketing of the school. c. Lead the department's contribution to marketing events and external links.
	<p>6. Management of resources</p> <ul style="list-style-type: none"> a. Monitor and control the department's allocated budget and purchasing arrangements, to ensure efficient and effective use of all resources. b. Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process. c. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.
	<p>7. Monitoring, evaluation & assessment</p> <ul style="list-style-type: none"> a. Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching. b. Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
	<p>8. Training & development of self and others</p> <ul style="list-style-type: none"> a. As a lead professional set personal targets and take responsibility for own continuous professional development. b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.
	<p>9. System Leadership</p> <ul style="list-style-type: none"> a. Fulfil duties of a Specialised Leader of Education, evaluating standards of Maths teaching in other institutions and providing clear, structured support and challenge to raise standards. b. Produce clear and accurate paperwork for the Director of Teaching School to monitor the standards of support. c. Contribute to the delivery of Inset and ITT training across the partnership.
	<p>The following items are included in the professional duties which a school teacher may be required to perform under the reasonable direction of the Headteacher.</p>

	<p>1. Teaching Having regard to the curriculum for the school:</p> <ol style="list-style-type: none"> a. planning and preparing courses and lessons; b. teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere; c. assessing, recording and reporting on the development, progress and attainment of pupils; d. organising and participating in extra-curricular activities.
	<p>2. Other activities</p> <ol style="list-style-type: none"> a. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him; b. providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports; c. making records of and reports on the personal and social needs of pupils; d. communicating and consulting with the parents of pupils as directed by the Headteacher; e. attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions; f. communicating and co-operating with persons or bodies outside the school; g. participating in meetings arranged for any of the purposes described above; h. contributing, wherever appropriate, to the wider life of the school.
	<p>3. Assessment and reports Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils</p>
	<p>4. Appraisal Participating in arrangements made by the line manager for the appraisal of her/his performance and that of other teachers.</p>
	<p>5. Further training and development</p> <ol style="list-style-type: none"> a. Reviewing from time to time her/his methods of teaching and programmes of work; b. Participating in arrangements for her/his further training and professional development as a teacher.
	<p>6. Educational methods Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.</p>
	<p>7. Discipline, health and safety Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</p>
	<p>8. Staff meetings Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.</p>

	<p>9. Cover Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.</p> <p>10. Public examinations Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.</p> <p>11. Management a. Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and initial teacher training; b. co-ordinating or managing the work of other teachers; c. taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</p> <p>12. Administration Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.</p> <p>13. General Adhering to the policies of the school and the, as published in the staff handbook and Notes of Guidance for Schools as amended from time to time, in particular policies relating to the safeguarding of children.</p>
General requirements	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work with the school's health and safety policy to ensure a safe working environment for staff, students and visitors. e. Work within the Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the Council Regulations, Notes of Guidance and circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>