**Urmston Grammar**

**Job Description**

**Post**: Head of Mathematics

**Reporting to**: SLT

**Responsible for**: Teaching and support staff and relevant personnel within the Mathematics department.

* Heads of Departments are the team who have responsibility for the overall leadership and management of the day to day quality of pupils’ work, behaviour, appearance, attendance, punctuality and involvement in out of class opportunities in each curriculum area at Urmston Grammar. Each Head of Department should endeavour to remove barriers to learning in his/her subject.
* Head of Departments should contribute to the general ethos of the school by setting high personal standards in the supervision of pupils and in their relationships with colleagues. They should set an example of enthusiasm and professionalism.
* Head of Departments should lead by example through excellent attendance, punctuality and high quality of assessment, planning and teaching.

**Core Purpose**

* Provide professional leadership and management of the department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
* Support, guide and motivate teachers of the subject and other adults e.g. classroom assistants, administrative and technical staff promoting a positive staff culture, good practice and continuing professional development.
* Monitor, evaluate and be accountable for the standards of teaching and learning.
* Be accountable for the efficient and effective day-to-day running of the department including student behaviour and the effective deployment of staff and resources.
* Carry out a systematic approach to self-evaluation in line with school policy, using a variety of data.
* Develop the department, in line with the overall needs of the school, with an understanding of how your subject area contributes to school priorities and to the overall education and achievement of all students.

**Strategic Role**

* To develop and implement a clear strategy to improve the progress of students in Mathematics.
* Lead the development of policy and practice to support the continued improvement of effective teaching and learning.
* Contribute to students’ spiritual, moral and cultural development e.g. citizenship, trips and visiting speakers.
* Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods.
* Support the school system for the quality assurance and self-evaluation of their curriculum area.
* Monitor progress made in implementing subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement.
* Contribute to the work of the school’s middle leaders.

**Teaching and Learning**

* Ensure that the strategy for improving the progress of students focuses on the teaching and learning approaches used by every teacher, in every lesson, every day.
* Ensure there is full curriculum coverage with continuity and progression through the regular review and development of schemes of work.
* Use department meetings and INSETto provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject.
* Establish clear policies and practices for assessing, recording and reporting on student achievement. Ensure methods are standardised across the department, achievement and underperformance identified, and targets for further improvement set and implemented.
* Promote independent learning in Mathematics**.**
* Set clear expectations for staff and students in relation to student behaviour. Ensure Pastoral and Academic Leaders and/or parents are kept well informed.
* Know how learning is impacting on pupils’ progress through a regular and systematic monitoring of the teaching and learning in the Mathematics Department
* Take appropriate action with information from monitoring
* Ensure that there is regular feedback of information on progress to pupils.
* Ensure that there is an agreed policy for homework in line with the school policy
* Ensure that homework tasks are challenging and appropriate to the ability of the pupils.
* Ensure that pupils’ literacy, numeracy, ICT, enterprise knowledge and work-related learning skills are developed through the teaching of Mathematics
* Provide differentiated materials and teaching strategies to meet the needs of all pupils.

**Leading and Managing Staff**

* Promote the academic, professional and personal development of the Mathematics Department
* Induct new teachers, ITT students and supply teachers into the Mathematics Department
* Support the team in achieving constructive working relationships with students.
* Carry out performance management reviews and classroom observations in line with school policy. Support the further professional development of all staff, including newly qualified teachers and initial teacher training students.
* OrganiseMathematics Department meetings which promote development and improvement rather than just imparting information.
* Work with the SENCO and other staff with special educational needs expertise, to ensure the individual education plans are used to set subject specific targets and match work to students’ needs.
* Contribute to the selection, and promotion of staff, assessments for the Threshold and Upper Pay Spine, and writing references.
* Ensure those members of staff with responsibilities in the department have clearly defined job descriptions and oversee their implementation and review.
* Ensure that the quality of work set and undertaken by classes during the absence of colleagues is of the highest standards. Where necessary this will include setting work, overseeing delivery and marking.
* Make sure that each member of the Mathematics Department is aware of health and safety requirements
* Ensure that the Mathematics Department meets the reporting deadlines. The Subject Leader should provide the reports for pupils whose teacher is on long term absence. Mathematics Departmental records and monitoring should make this possible.
* Meet with other Head of Departments to ensure the development of the department in relation to others and to share good practice.
* Efficient liaison with the Examinations Officer and other support staff.

**Efficient and effective deployment of staff and resources**

* Work with the Vice Principal to identify staff and resource needs.
* Be responsible for the efficient and effective deployment of the department’s technical/support staff.
* Make appropriate arrangements for classes when staff are absent and organise cover work as necessary.
* Set up clear and effective day-to-day systems to ensure the department operates efficiently.
* Liaise with the Vice Principal in the preparation of the timetable.
* Manage the organisation and maintenance of teaching resources including ICT.
* Create an effective and stimulating environment for teaching and learning.
* Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.
* Prepare Mathematics Department plans and capitation bids seeking value for money in liaison with Department members.
* Utilise an efficient stock control system.

**Quality Assurance**

* To contribute to the school’s QA procedures for lesson observation, work scrutiny and student voice activities.
* To help to monitor and evaluate the curriculum area in line with the agreed QA framework.

**Ethos and Culture**

* Promote an ethos and culture within the department that are in line with achieving the aims of the school.
* Insist on the highest standards of behaviour and work from all pupils at all times.
* Support MathematicsDepartment staff in implementing the Behaviour Policy.
* Celebrate students’ work including organising the provision and regular updating of displays.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

* This job description may be amended at any time by mutual agreement, but in any case will be subject to regular review.
* The post-holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.