

JOB DESCRIPTION

Job Title: Head of Mathematics -JBC

CONTRACT DETAILS: Salary Scale TLR 2B

LINE MANAGER Head Teacher

JOB PURPOSE To lead the Mathematics department on the John Beddoes Campus, by supporting the development of high quality teaching at key stage 3 and key stage 4; to support the development of Numeracy across the department and the campus.

RESPONSIBILITIES

As a classroom teacher :

- To undertake any and all duties as laid out in the School Teachers Pay and Conditions Document and meet the professional Standards for Practising Teachers (Wales);
- To plan and prepare lessons, schemes of work and assessment materials;
- To teach, according to their educational needs, students assigned to allocated classes, utilising key skills as appropriate;
- To control and oversee the storage of books and other resources required for class usage;
- To ensure positive behaviour management in accordance with agreed school policies, including the administration of rewards;
- To set homework in accordance with agreed whole school and departmental policies;
- To monitor and assess student performance so that targets can be set for individual student improvement, including IEPs;
- To report to parents in accordance with the whole school policy;
- To take registers for each lesson;
- To contribute to departmental meetings, discussions and management systems necessary to coordinate the work of the department and integrate this into the work of the whole school;
- To participate in the Performance Management Review cycle as per the school policy.

ADDITIONAL RESPONSIBILITIES LPR (Head of Mathematics and Numeracy Co-ordinator for JBC)

Standards

- To support the staff members in raising and sustaining the quality of teaching and learning within mathematics;
- To support the department in raising standards across all key stages;
- To provide accurate and consistent assessment data to support improvements;
- To plan intervention strategies for those students who require „rapid improvements“;
- To conduct lesson observations as a means of sharing best practice and effective coaching within mathematics;
- To ensure a positive climate for learning;
- To have high expectations of self, staff and students;
- To work with the head of department on NC, to identify training needs of staff within mathematics;
- To meet the needs of students, including the management of behaviour and its impact on learning, within the department;

- To plan and implement educational enhancement opportunities, including revision classes and “visits” etc.

Performance Management

To demonstrate a clear commitment to own professional development.

Personnel

- To participate in the selection of new staff;
- To delegate duties and responsibilities to ensure staff development and value for money;
- To provide a positive role model to students and staff;
- To take a strong lead on pedagogy/methodology;
- To communicate school and departmental aims to stakeholders;
- To demonstrate good organisational skills;
- To support, guide and motivate departmental team and support staff;
- To secure the commitment of departmental team through effective leadership;
- To chair meetings and embrace teamwork;
- To support staff through effective coaching and mentoring.

School Level

- To contribute to the development of whole school policy;
- To liaise with external agencies to enhance the curriculum;
- To ensure the strategic direction and development of the department closely follows the school’s mission and aims;
- To support governors through the provision of information for reports;
- To keep parents informed of developments and concerns.

Resources

- To support the department through the creation of highly effective resources to help implement the new key stage 4 qualifications in mathematics, while ensuring sustained improvement.

Other

- To undertake any other duties, commensurate with the grade, as requested by the Headteacher.

Voluntary for Professional Development

- To add where appropriate.