



Downe House  
Muscat

## **Job Description and Person Specification**

### **Job Title: Head of Mathematics**

#### **Job Purpose**

Reporting to the Deputy Head, the Head of Mathematics should display a genuine commitment to the academic, personal and social development of children. The post holder will require the ability to relate well to, and communicate effectively with, parents, staff and pupils. Heads of Department are expected to contribute in general to the high academic standards and disciplinary ethos of the school, and to follow its policies. They should seek to make a real contribution to their academic department. are responsible for ensuring all pupils make excellent progress and find learning Mathematics enjoyable and challenging.

#### **Key Responsibilities**

##### **School Values and Ethos**

- Actively promote our unique vision through enthusiastic participation in all areas of school life.
- Always set high expectations, which inspire, motivate and support colleagues.
- Ensure that you comply with any rules, policies and procedures implemented by the school.
- To ensure that you model the speaking of English when in the presence of pupils and in public areas of the school.
- To respect and support Omani culture.
- Contribute to the school's extra-curricular activities
- Be a tutor

#### **Leadership and Management**

- To line manage all staff in the department

- Establish common practices and a shared vision for Maths at Downe House Muscat and inspire a school-wide passion for Maths at all ability levels.
- Establish clear guidelines for how the department should be run, especially with regard to marking and assessment policies.
- Meet regularly with members of your department including before the beginning of each term in order to review the previous term's work and plan for the forthcoming term.
- Invite contributions from colleagues that will assist the smooth running of the department.
- Monitor the teaching of other members of the department by scrutinising children's work and observing lessons, thus playing a significant role in the professional development of colleagues
- Supervise the production of appropriate exams or other means of assessment as and when necessary.
- Be responsible for the departmental budget and not overspend – any special expenditure must be planned in advance and any proposed spending in excess of delegated amounts must first be discussed with the Deputy Head.
- Be responsible for producing an annual resource list for budgeting and planning purposes.
- Produce an Annual Subject Review of the current academic year prepare and implement an annual department development plan that will contribute to the overall School Development Plan.
- Make good use of educational resources, especially IT and the Library.
- Ensure that all subject rooms under his/her jurisdiction have suitable displays of educational material and the children's own work.
- Lead by example by being an outstanding classroom practitioner.
- To carry out an annual stock take and be responsible for monthly budget monitoring and ordering of textbooks and other resources.
- To follow and implement school policies and procedures in and out of the classroom.
- To provide a safe, purposeful and well-managed learning environment.
- To make effective use of learning assistants to support children in their learning.
- To value the home-school partnership, working closely with other members of staff to establish and manage excellent relationships and communication with parents.
- To ensure that all aspects of Health & Safety are fully understood, and all procedures followed, completing appropriate Risk Assessments where necessary.

## **Curriculum Development and Planning**

- Have in place a detailed and thorough scheme of work with details of topics to be covered as well as clear aims and objectives
- To lead on the DHM Maths Curriculum development and planning in all respects from Grades 7 to 12, ensuring that it is broad, balanced and challenging.
- To work with Phase Leaders and class teachers in Grades 7 to 12 to ensure continuity and progression between phases and ensure that an appropriately rigorous academic curriculum is taught.  
To ensure that long term, medium term and short-term planning is complete in accordance with the School's curriculum policy.
- To work with the Deputy Head to ensure that an academically challenging curriculum is taught.
- Liaise with the Deputy Head about curriculum matters and with the Head of Learning Support regarding students currently having additional learning and vocabulary support.
- To ensure that the teaching of Maths is well organised and to make sure schemes of work are up- to-date and are available to staff.
- Seek opportunities for cross-curricular links, for instance through jointly organised educational visits or project work
- To develop a programme of Maths related co-curricular activities as part of our STEAM programme, which provide students with opportunities to extend their scientific interests beyond the classroom.
- To explore opportunities to participate in the global Maths community through initiatives such as age-appropriate Maths competitions

## **Teaching and Learning**

- To deliver a broad, balanced and relevant Maths curriculum.
- To facilitate and encourage high quality learning which provides children with the opportunity to achieve their full potential.
- To deliver well-planned, engaging and creative Maths lessons, ensuring that the needs of all children are met.
- To differentiate appropriately, using approaches that enable every student to access the learning and make excellent progress.
- To demonstrate excellent subject knowledge.
- To set students challenging targets and to draw upon varied strategies, resources and technologies to support students in achieving them.

- To follow school procedures for assessing, recording and reporting on children's achievements and to use this information effectively to convey progress in report writing and record keeping.
- To provide students with regular written and oral feedback and encourage them to reflect and respond to their feedback.
- Have a thorough overview of current assessments used within the Maths Dept. and monitor how these feed into whole school tracking systems, making sure that data is inputted in line with assessment window deadlines.
- To participate fully in the DHM co-curricular and school activity programme.

### **School and Subject Promotion**

- Raise the profile of the subject within the school using displays, the newsletter and website, trips, assemblies and any other means possible. Provide information for newsletters, parents' evenings, reports, parent presentations and any other curriculum information requested by the Deputy Head.
- Seek creative ways to promote the activities of the department and the benefits and applications of the subject beyond schooling (e.g. on the website).
- To attend specific marketing events such as Open Days at the reasonable direction of the Principal.

### **Professional Standards**

- To attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings.
- To recognise the importance of being an exemplary role model to all children within the School.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

### **Safeguarding Responsibilities**

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.

- To demonstrate a personal commitment to safeguarding and wellbeing.
- To engage fully in all safeguarding training as required.

### **Other**

- To fulfil any reasonable additional responsibilities as requested by the Principal in the context of a new and evolving school.

## **Person Specification**

**(E - essential, D - desirable)**

### **Qualifications**

- A Bachelor's Degree in Maths from a good university. (E)
- Post Graduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (E)
- Evidence of further post graduate study. (D)

### **Skills and Experience**

- A minimum of four years relevant teaching experience. (E)
  - Excellent working knowledge of the National Curriculum for England. (E)
  - High levels of subject knowledge. (E)
  - A proven track record of high-quality Maths teaching. (E)
  - Experience of teaching iGCSE and IAL Maths. (D)
  - A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (E)
  - An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Experience of curriculum development in Maths. (E)
  - Knowledge and understanding of recent educational developments and best practice. (E)
  - Experience of working with children for whom English is an Additional Language. (D)

## **Personal Qualities**

- Ability to stretch the most able students, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)
- Ability to understand the needs, challenges and opportunities of an international school community. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance learning. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a “nine-to-five” approach. (E)

## **Safeguarding and Data Protection**

Downe House Muscat is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than three (3) months old. Three satisfactory professional references will also be required.

If successful and if applicable, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a ‘full time’ pupil. These documents will need to be attested by the Ministry of Foreign Affairs and Oman Embassy in the applicant’s home country.

By applying to this post, you agree to your data being held and processed by Downe House Muscat and its affiliates. If you are appointed to the post, you also agree to additional information, including sensitive data such as bank details and medical information, being held by Downe House Muscat and its affiliates.

Applicants should also note that any offer of employment is subject to social media checks.