

JOB DESCRIPTION

HEAD OF MATHEMATICS

Responsible to:

Job Purpose:

To provide professional leadership of a curriculum area:

- securing high quality teaching and learning
- monitoring and supporting student progress
- raising standards of student attainment and achievement
- developing and enhancing the teaching practice of others and helping staff achieve constructive working relationships with students
- managing and deploying teaching and support staff and financial and physical resources

The responsibilities outlined below are intended to be a summary of, and do not change, the School Teachers' Pay and Conditions as written in the STPCB. They are in addition to the responsibilities outlined in the Teacher's Job Description (attached below).

Main Duties and Responsibilities:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies throughout the curriculum area.
- To monitor and lead action to improve the quality of Teaching and Learning and student progress within the curriculum area.
- To analyse and interpret performance data and to monitor and evaluate performance throughout the curriculum area; to inform policies, practices and teaching methods; and to engage in appropriate target-setting.
- To liaise with the Examinations Officer in providing information, so that students are entered for appropriate examinations.
- To lead the production of Team Development Plans in line with the School Development Plan and to monitor progress towards the goals set.
- To undertake Performance Management Reviews and to act as the reviewer for a group of staff within the curriculum area.
- To lead the development of effective subject links with partner schools and the community.
- To participate in the recruitment process for teaching and support staff posts when required and to ensure the effective induction of new staff in line with school procedures.
- To establish resource needs for the curriculum area and to advise on the deployment of staff to ensure the best use of expertise. To ensure the effective management of resources and accommodation and to create an effective and stimulating environment for teaching and learning throughout the curriculum area.
- To ensure that Health and Safety policies and practices are in place and observed and, where appropriate, that risk assessments are carried out.
- To ensure that appropriate arrangements are in place for classes when staff are absent.
- To attend Team Leaders' meetings and other meetings as necessary and provide communication with the team.
- To advise the Headteacher and Governing Body on professional matters as required.

JOB DESCRIPTION

TEACHER

- Responsible to:** Team Leader
- Scale:** Main Scale with possible TLR
- Job Purpose:** To plan and prepare courses and lessons for students in those classes assigned to the teacher; to teach them; set and mark work; and to assess, record and report on their progress and attainment.
- To contribute to raising standards of student achievement.

The responsibilities outlined below are intended to be a summary of, and do not change, the School Teachers' Pay and Conditions as written in the STPCB.

MAIN DUTIES AND RESPONSIBILITIES:

For the students in any class or group assigned to the teacher:

- to plan and prepare courses and lessons
- to monitor student progress and use information to inform teaching and learning
- to teach the students according to their educational needs, including the setting and marking of work and to give written/verbal feedback incorporating use of school praise and reward system
- to assess, record and report on the development, progress and attainment of the students, including information relating to examination entries
- to communicate and consult with students' parents/carers and to communicate and cooperate with relevant persons or bodies outside the school as necessary
- to direct and supervise persons providing support
- to participate in meetings arranged for any of the above purposes

For the students in a tutor group assigned to the teacher:

- to monitor academic progress, help students set appropriate targets, and use the school's praise and reward system
- to promote their general progress and well-being
- to register their attendance and assist with supervision of assembly and other year group activities
- to provide guidance and advice on their further education and future careers, including information about sources of more expert advice
- to complete relevant records and reports
- to communicate and consult with their parents/carers and to communicate and cooperate with relevant persons or bodies outside the school
- to participate in meetings arranged for any of these purposes

Other duties and responsibilities

- To participate in Performance Management arrangements
- To participate in arrangements for further training and development
- To assist with the development of effective subject links with partner schools and the community, as appropriate
- To advise and cooperate with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements
- To maintain good order and discipline among the students, safeguarding their health and safety, both when the students are authorised to be on school premises and when they are engaged in authorised school activities elsewhere
- To participate in relevant meetings at the school
- To supervise and, so far as is practicable, teach any students whose teacher is not available to teach them
- To contribute to School and Team Development Plans
- To help ensure the effective management of resources
- To undertake, as required, any other duty as specified in the STPCB not mentioned above
- To ensure that Health and Safety policies and practices are in place and are observed and, where appropriate, that risk assessments are carried out
- To advise the Headteacher and Governing Body on professional matters as required.