

Head of Key Stage 3 Mathematics

(June 2017)

Accountable to:

- Head of King's Ely Junior (Yrs 3-8) and The Principal of King's Ely

Key Details:

- This is a full-time specialist teaching post
- The person appointed is likely to also be a Year 7 or 8 Form Tutor

Person Specification

- Be an experienced, graduate specialist teacher of Mathematics with wide experience of maths teaching, able to demonstrate an ability to promote the achievement of pupils of all abilities through inspirational teaching
- Have a demonstrable interest in current educational initiatives and a commitment to ongoing personal, professional development and the development of colleagues in a team
- Be passionate about the place maths occupies in formal education and beyond the school years
- Be able to demonstrate an awareness of how teachers can support, safeguard and promote the welfare of pupils both within and outside of the classroom
- Possess excellent inter-personal skills, having negotiated, led and supported a range of parents, pupils and colleagues in the past
- Enjoy the opportunities that managing a team of committed and energetic specialist staff presents in a dynamic school such as King's Ely
- Be aware of the expectations of fee-paying parents regarding the standards and services that the school offers
- Be able to demonstrate an enthusiasm for and an ability to manage a curriculum area throughout Key Stage 3
- Possess personal and professional integrity and an ability to inspire trust and loyalty from colleagues teaching throughout the age range
- Wish to contribute to the strategic development of maths within the school and across all age ranges (1-18years)

Job Description

- Take responsibility for curriculum coordination, development planning and liaison with regard to Key Stage 3 Mathematics
- Attend KEJ and KES Academic Committee Meetings in order to represent the subject area and contribute to development planning across the school
- To track pupil performance and monitor results within the subject with a view to modifying schemes of work as required and disseminating information effectively to colleagues, pupils and parents
- To plan, liaise and encourage increasingly strong links between KES Maths, KEJ Maths and KEA Maths teams generally
- Take the leading role in monitoring and maintaining standards within Mathematics throughout the KS3 years, in conjunction with the KEJ Director of Studies, Vice Principal (Academic), the KES Head of Mathematics and the Head of KS2 maths
- To review assessment information and agree pupil setting arrangements with the team of staff teaching Mathematics in KS3
- Take responsibility, with the KEJ Assistant Head and KEJ Director of Studies, for the preparation of timetabling, assessment and management of materials as required in the Junior section and to similarly liaise with the Vice-Principal Academic (whole school) and the Head of Mathematics in the Senior section of the school
- Lead KS3 Mathematics Departmental Meetings at least once each half term and attend KS2 Meetings in support of promoting a single school ethos and appropriate progression within the subject
- Ensure the fullest possible support for new staff who may teach maths. Arrange an effective Mentoring system and complete Records of Induction for all colleagues new to teaching maths
- Attend weekly Staff Meetings, Briefings and other committees as requested by the Head of King's Ely Junior or The Principal