



WELLOW HOUSE SCHOOL
WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA
T: 01623 861 054
E: office@wellowhouseschool.co.uk

Job Description

Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Post title: Hours of work: Remuneration: Responsible to: Purpose:	Head of Department - Mathematics 8:15am to 5:15pm Commensurate with experience Director of Studies/Head & Education Governor <ul style="list-style-type: none"> To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress To be accountable for pupil progress and development within the subject area To develop and enhance the teaching practice of others both within and across departments To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body, the Head and the Director of Studies To be accountable for leading, managing and developing the subject/curriculum area To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the subject curriculum
Main Responsibilities:	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources To actively monitor and follow up pupil progress To keep an accurate, up-to-date record of work, which should reflect an evaluation of some lessons taught and modification of planning in the light of experience. To keep an up-to-date Mark Book of pupils' work To be fully versed in and apply the School's policies relating to marking children's work, assessment, record keeping and reporting of pupils' attainment To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of pupils within the subject area, SDP/DDP and the aims and objectives of the School In conjunction with the Head of ICT to foster and oversee the application of I.C.T. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Officer, and Safety Measures annually
Curriculum Provision:	<ul style="list-style-type: none"> To liaise with the Director of Studies to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan To be accountable for the development of the subject



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Curriculum Development	<ul style="list-style-type: none"> To lead curriculum development for the department To keep up to date with national and ISEB developments in the subject area and teaching practice and methodology To actively monitor and respond to curriculum development and initiatives at national levels <p>Add subject related development plans to the whole school development plan</p>
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> To work with the Director of Studies to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs To undertake work scrutiny reviews across departments at the end of the autumn term and use the A1 Boarding group meetings for such purpose To help develop the effectiveness of teaching and learning styles in all subject areas across the school through dissemination of best practice ideas To contribute to the programme of lesson observation To participate in the interview process for teaching posts when required and to ensure effective induction of new staff inline with School procedures.
<u>Communications</u>	<ul style="list-style-type: none"> To ensure effective communication/consultation as appropriate with the parents of pupils through termly topic information and presence at parent meetings
Marketing and Liaison:	<ul style="list-style-type: none"> To contribute to the School marketing activities, e.g. the collection of material for press releases Enter the children into local and national competitions to promote their work and the excellence being achieved within the subject Liaise with senior schools re the progress of our pupils and discuss any areas for attention or update To lead the development of effective subject links with A1 Boarding Schools and senior schools, attendance where necessary at area, regional or national subject events or courses
Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, budget and equipment efficiently and maintaining equipment and stock, and keeping appropriate records
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall progress and development of pupils within the department. Recording this twice half-termly with grades for effort or percentages/grades for attainment. Attend parent consultation evenings to discuss the pupil's progress (even on days which you might not normally be employed for if part-time) To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary To act as a Form Tutor and House Tutor, where applicable, to carry out the duties associated with that role as outlined in the generic job description To contribute to PSHE and citizenship programme according to school policy



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	<ul style="list-style-type: none"> To ensure the well-being and discipline of all the pupils in the School with due regard for the requirements laid down in the Discipline Policy, Child Protection Policy and Pastoral Documents To set the example of the standards of dress and manners to be expected of the pupils
Teaching	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher To supervise classes in the case of absence of colleagues due to illness, family emergency or School related business
Additional Duties	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage and ensure staff and pupils follow this example. To contribute to the extra curricular programme, both in the evenings and during the Saturday morning sessions (if agreed in contract), available to the pupils to enrich their learning experience
Other Specific Duties	<ul style="list-style-type: none"> To continue personal development. To engage actively in the performance review process. To undertake any other duty as requested by the by Head, after consultation, not mentioned in the above. 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 member of the SMT to undertake work of a similar level that is not specified in this job description Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.