



# The Holy Trinity Church of England Secondary School

## Job Description – Head of Department Maths

**Post Title:** Head of Maths Department

**Purpose of the role:** *To lead and manage the Maths Department, and associated subjects*

**Grade:** TMR/UPR plus TLR 1d

**Accountable to:** SLT link

**Conditions of Service:** Reference should be made to the School Teachers' Pay and Conditions Policy, including the specific provisions referred to in this job description, and to the National Professional Standards for Qualified Teacher Status published by the DfE.

- This job description encompasses the key areas of work for which the post holder is responsible over and above their role as a classroom teacher.
- This should be read in conjunction with the job description for a main scale or threshold teacher, whichever is applicable.
- Specific priorities will be agreed for individual leaders with their line manager on an annual basis. Details of the initial focus will be given in the job details for the post. Additional responsibilities will reflect the level of TLR which goes with the post
- It will be reviewed annually but can be modified in the interim following negotiation.

Key Accountabilities	Key Tasks
To exercise effective leadership	<ul style="list-style-type: none"><li>• Lead by example, acting as a role model and reflective practitioner</li><li>• Build professional capacity in all staff within your subject area, working as mentor and coach</li><li>• Create a 'team' culture using a broad range of leadership styles, including one to one support and effective, inclusive team meetings</li></ul>
To support the school development plan by ensuring continuous improvement within the subject area	<ul style="list-style-type: none"><li>• Share a clear vision for the department and establish a positive culture of high expectation</li><li>• Establish an effective learning environment – i.e. sound resource management, effective staff deployment and an appropriately challenging curriculum plan</li><li>• Ensure effective formative and summative assessment in your area</li><li>• Analyse relevant hard and soft data, and plan appropriate intervention and development in response to this.</li><li>• Establish and implement intervention plans to ensure all students make appropriate progress in the subject</li><li>• Ensure the effective use of all school review systems to guide an annual development plan for your department</li></ul>
To hold self and others to account as you review, monitor and evaluate current practice	<ul style="list-style-type: none"><li>• Agree a personal action plan with your line manager each half term</li><li>• Lead on Appraisal review within your department, including carrying out appraisal reviews for identified members of your team, communicating effectively regarding any colleagues with shared roles, monitoring the progress of all staff, establishing appropriate development goals and offering essential inset support</li><li>• Timetable Q/A procedures, including classroom observations feedback and regular reviews of student work</li><li>• Confront and challenge underperformance</li></ul>

*The Holy Trinity Church Of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex. Disclosures include details of cautions, reprimands or final warning as well as convictions, spent or unspent.*