



Head of Maths : Job Description

Post: Head of Maths

Responsible to: Headteacher

Responsible for: The leadership of the maths team, the development of maths across the school

Purpose: The Head of Maths will lead the maths faculty in delivering the highest possible outcomes for students. This involves the championing, developing and sharing of the best practice whilst supporting and challenging practice where development is required. The Head of Maths should also share pedagogy and practice with teachers and school leaders from across the organisation and take part in peer to peer support and development as part of the school's ongoing professional development programme.

Leadership & Management

- To ensure that school policies are put into practice both in the faculty and around the school.
- To have the overall responsibility for all matters relating to the faculty and the subjects taught.
- To attend School Leaders meetings.
- To induct teachers new to the faculty.
- To develop a management structure for the faculty which ensures that all students are taught to the highest standards through the efficient and effective use of personnel and physical resources.
- To know the strengths and weaknesses of members of the faculty and allocate staff to teaching groups and management tasks in a positive way.
- To lead a team of teachers and encourage their professional development.
- To be responsible for the faculty budget.
- To maintain an essential inventory of high value items.
- To contribute to the school improvement planning process.
- To implement the performance management policy.
- To arrange regular faculty meetings with appropriate agendas and documentation.
- To meet regularly with Senior Team line manager and engage in appropriate tasks.
- To be responsible for the work of any student teacher in the faculty.

Curriculum and Teaching

- To monitor, evaluate and review the work of the faculty in all its facets and use the results of such activity in improvement planning.
- To lead the work of other members of the faculty to formulate, implement and review appropriate curricula and schemes of work in accordance with the school curriculum, exam board syllabuses and any other appropriate frameworks.
- To ensure effective liaison between key stages and phases of education.
- To understand and critically evaluate modern developments in teaching, including cross-curricular initiatives.
- To promote consideration of teaching and learning styles within the faculty and develop student centred approaches.
- To promote the use of ICT within the faculty.



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Assessment

- To work to implement the school's assessment, recording and reporting policies and procedures.
- To ensure that the school's reporting procedure is followed and that deadlines are met.
- To coordinate the organisation of all external assessment procedures relating to the faculty.
- To promote the use of assessment data at individual student level throughout the faculty.

Whole School

- To participate in appropriate whole school activity that promotes the work of the faculty.
- To contribute positively at all times to the ethos, well-being and further development work of the school.
- To act as line manager for the Assistant Curriculum Leaders, other colleagues with responsibilities within the faculty and any non-teaching staff assigned.





Head of Maths : Personal Specification

Quality	Essential	Desirable
Qualifications	- Degree - QTS	Higher relevant qualification
Experience	3 years' teaching experience. - Experience of leading a group of colleagues - Appropriate experience in preparation for working within the broad areas identified in the job description.	- More than 3 years' experience - Leading whole school initiatives - Staff training and mentoring - Student mentoring - Using data to support the learning agenda
Knowledge & Understanding	- Knowledge of current education issues - Understanding of the role of Head of Faculty - Able to offer specific knowledge and understanding related to the areas identified within the job description.	
Skills, abilities and attributes	- Able to use ICT to support professional work. - High level of inter-personal skills. - Able to communicate effectively in writing and orally. - Able to lead and manage a team through change. - Able to innovate and be creative. - Able to relate well to children and adults. - Ability to work effectively with, and command the confidence and respect of, students, parents, teaching staff, senior managers within the school as well as with colleagues in external agencies. - Able to analyse and synthesise information. - Able to focus upon solutions rather than problems.	Able to work with the whole school IMS in support of students and their achievements
Philosophy	- Commitment to comprehensive and inclusive education - High expectations of staff and students - Committed to the achievement of high standards - High personal expectations and goals - Commitment to equal opportunities in all its facets - A willingness to participate in appropriate in-service training and professional development	
General	- Sense of humour - Stamina, resilience and energy - Caring for both students and staff - Imaginative and forward looking - Able to take a whole school perspective on issues - Able to maintain professional standards in times of stress and high work load	Involvement in wider range of school activities