# Job description: Director of Mathematics

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| **Location** | The Deepings School |
| **Contract term** | Permanent |
| **Pay range** | L9 – L13 |
| **Reporting to** | Assistant Headteacher |

## The following are specific to this role and are in addition to the current job description for a teacher.

## Job purpose

* To provide effective leadership and management of the mathematics department
* To ensure high levels of achievement for all students in mathematics
* Responsible for the work, administration and development of the mathematics department
* Lead an aspect of whole school improvement

## Main duties and responsibilities

**Leading teaching & learning**

* **Ensure effective teaching and learning strategies are in place across the whole department in support of the school improvement plan**
* **Lead teaching of mathematics, implementing a progressive and challenging curriculum**
* **Implement teaching and learning methodologies in the department as set out by the school’s Senior Leadership Team**
* **Monitor and evaluate standards of teaching, student progress and classroom management across the department**
* **Ensure assessment within the department is of the highest standard**
* **Undertake Quality Assurance, identifying areas of strength and areas for development**
* **Set high expectations for staff and students**
* **Plan and oversee educational visits and/or events appropriate to the curriculum or subject area**
* **Provide evidence of subject contributions to students’ wider development (e.g. SMSC)**

**Working with others**

* **Actively support the school and trust’s values and vision through the work of the department**
* **Make a positive contribution to the wider life of the school**
* **Work with other Heads of Department, Middle Leaders and Senior Leaders on curriculum and school-wide issues**

**Leading and managing staff**

* Lead and motivate the team, ensuring a focus on improving student outcomes
* Encourage effective teamwork, collaboration, sharing, reflection, a joint sense of purpose and a supportive team culture
* Ensure all team members maintain high professional standards and follow policies, procedures and expectations of the school
* Lead well organised, focussed and productive department meetings
* Develop the department to be an example of excellence to others within the school
* Demonstrate commitment to good worklife balance through modelling good practice and considering the impact of decisions on workload across the team
* Appraise staff and contribute to their professional development

**Resources**

* Manage the department’s budget and resources, complying with Anthem policies and procedures, to ensure maximum benefit for students
* Ensure the department accommodation provides a positive and safe environment which promotes wellbeing and high achievement

**Duties of Leadership Team**

* Model good practice (professionalism, appearance, dress code)
* Support all staff
* Promote the ethos of the school in the wider community

Under the direction of the Headteacher, the Director of Mathematics may be required to carry out the following activities

* Attendance at some SLT meetings
* Attendance at whole school functions
* On call throughout the day
* Meet and Greet students
* Duty rota
* Detention duty rota
* Lunchtime presence on some days
* Lead and develop new initiatives (whole school roles)
* Lead/Chair meetings as required
* Attendance at Governor/Trust meetings as required
* Deliver assemblies
* Deputise for Leadership Team as required

*This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection and safeguarding procedures.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

# Person specification: Director of Mathematics

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| **Qualifications and training** *Evidenced through: Application* | **Essential** | **Desirable** |
| * Good relevant degree * Qualified Teacher Status * Recent and relevant personal development | 🗸 |  |
| * Additional qualifications e.g. Med, MPQSL |  | 🗸 |

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| **Experience/employment record** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Teaching experience across KS3, KS4 and KS5 * Evidence of a wider contribution to school life * Contributing to improvement in a subject area * Evaluating learning and teaching, judging standards * Experience at middle management * Performance managing others * Leading improvement in a subject area * Leading and managing a team * Leading and managing a subject area * Successfully managing a balanced budget | 🗸 |  |
| * Delivery of INSET * Teaching in more than one school * Evidence of whole school improvement |  | 🗸 |

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| **Knowledge and skills** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Excellent, thorough and up to date subject knowledge * Excellent, thorough and up to date curriculum knowledge * Knowledge of effective teaching and learning strategies * An outstanding classroom practitioner * Thorough understanding of how children learn * Able to adapt teaching to meet student’s needs * Use of assessment and attainment data and information * Up to date developments in education in respect of own subject area * Thorough understanding and use of a range of effective behaviour management strategies * Confident using ICT to support learning * Able to build effective relationships with staff and students * Coaching and mentoring other teachers | 🗸 |  |
| * Delivery of CPD |  | 🗸 |

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| **Personal qualities** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| * Enthusiastic and a committed teacher * Excellent classroom practice * Ability to motivate, inspire and challenge staff and students * Able to plan, prioritise and organise self and others * Passion for own specialist subject * Commitment to raising standards * Calm, flexible, supportive, dependable and reliable * Good team player * Commitment to own further development * Drive and enthusiasm * Good interpersonal skills * Adaptable to change * Inclusive and collaborative * Effective decision maker * Committed to inclusive, comprehensive education * Committed to promoting and safeguarding the welfare of young people * The ability to converse at ease with members of the public and provide advice and information in accurate spoken English | 🗸 |  |