

## Senior School - Head of Mathematics Department Job Description

In addition to the [Expectations of a Teacher at ISB](#), the Head of Mathematics at ISB will have a key role in leading and managing the Mathematics team, as well as driving continuous school improvement.

### Core Purpose:

There are four core purposes of a Senior School Head of Department:

1. Lead and manage staff
2. Develop teaching and learning
3. Manage resources and risk
4. Collaborate with other departments/ teams across the school

### ISB Philosophy and Objectives:

It is expected that all teachers will become familiar with the school's mission and guiding statements, working to promote these in all aspects of their role.

**“We all want to learn more;  
We all do it in different ways;  
We all have fun learning;  
We all help.”**

<b>Line Manager:</b>	Senior School Vice-Principal (Academic)
<b>Responsible for:</b>	Grade 9 to 12 Teachers within the Mathematics Department
<b>Responsibility Allowance:</b>	Level 4 (CHF 12,000 per year)
<b>Responsibility release time:</b>	4 lessons per week (20%) plus release from Tutor requirements
<b>Contractual Term:</b>	While the teaching contract is open-ended, this leadership role is for an initial 2-year period - but may be extended by mutual agreement.

### Responsibilities:

1. Lead and Manage staff
<ul style="list-style-type: none"><li>• Generate an environment of trust and develop practices that ensure ongoing professional collaboration between teachers within and beyond the team.</li><li>• Lead the staff development and quality assurance process for all members of the team, following the guidance given in <a href="#">Professional Growth Process</a>, <a href="#">Professional Accountability Process</a> and if necessary, <a href="#">Professional Support Process</a></li><li>• Play an active leading role in staff training, especially ongoing, classroom-based, responsive professional learning for department members</li><li>• Identify and provide opportunities for teachers and the team to participate in PD in line with ISB Professional Development Policy.</li><li>• Encourage all members of the Department to recognise and fulfil their responsibilities to keep up-to-date with developments in their subject and in teaching best practice, by sharing information and discussing this in regular team meetings</li></ul>

- Lead the Team to apply consistent standards in the planning, instruction, and monitoring and review of curriculum documentation in line with ISB practices and the requirements of IB programs
- Collaborate with colleagues to set departmental goals yearly in line with school goals and priorities
- Promote interest in and enjoyment of the subject through regular trips, exhibitions and clubs
- Oversee the curriculum development of the department, including updating and revising curriculum documentation as necessary
- Assist in the recruitment of teaching staff
- Assist in the management of effective cover procedures for the Department

## 2. Develop Teaching and Learning

- Teach across the age and ability ranges from Grade 9 to the IB Diploma Programme [Experience with IB Diploma is essential]
- Lead the department, providing support and guidance to ensure that teaching is in line with IB programmes' requirements and includes current thinking and research.
- Support teachers in meeting the [Expectations of a Teacher at ISB](#).
- Ensure adherence and compliance with [ISB Assessment Beliefs](#)
- Ensure that teachers and students enjoy an intellectually stimulating, challenging and enjoyable learning experience both in and beyond the classroom
- Identify and take advantage of opportunities to use resources offered within and beyond Basel to involve ISB students in the wider community
- Ensure members of the Team follow-up on comments, patterns and general data arising from students' feedback, performance in internal assessments and results from external examinations.

## 3. Manage Resources and Risk

- Identify and manage the resources needed to meet the needs of the Department and identify priorities for expenditure
- Work collaboratively with school leadership to establish priorities related to purchasing educational materials for the Department.
- Work with the Finance and Purchasing team to generate orders according to established practices and timelines.
- Ensure that appropriate risk assessments are carried out according to school policy for all activities both within and outside school
- Ensure compliance with all rules regarding child protection and safety in the classroom
- Ensure that the storage of all materials is in line with health and safety good practice

## 4. Collaborate with other departments/ teams across the school

- Contribute to the school's academic strategy by participating fully in Heads of Department meetings.
- Contribute and collaborate with colleagues in other divisions to ensure curriculum articulation, coherence and consistency across the school
- Develop and support interdisciplinary planning across subject areas as required
- Liaise with Learning Support and EAL teachers to ensure students receiving these services are well supported in the classroom and that teachers understand and supply accommodations and differentiated instruction

**Reviewed: January 2024**