



*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

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

Role title:	<b>Head of Mathematics (Maternity Cover – 1 year)</b>
Reporting to:	<b>Senior Deputy Head Academic</b>
Hours:	Full-time
Summary of the role:	<p>The Governors seek to appoint a Head of Mathematics who is an experienced well-qualified teacher of Mathematics with the skills and imagination required to undertake this important leadership role in our high-achieving school. The HOD will have proven leadership skills, be an excellent classroom practitioner and be dedicated to improving standards of provision and enhancing achievement.</p> <p>The person appointed will play a leading role in fulfilling the school's aims and objectives.</p>
The Mathematics Department:	<p><b>The Mathematics Department</b></p> <p>The Department has currently 8 full-time and two part-time Mathematics teachers with a range of experience in both teaching and research.</p> <p>The Mathematics Department has a suite of six specialised Mathematics rooms; these are recently constructed and provide a large and bright teaching environment where pupils' work can be seen displayed throughout the year. Classes have access to computing facilities linked to the network, which can be booked as the need arises for whole-class activities or individual work.</p>
Main duties and responsibilities:	<p>As a Subject Leader for Mathematics:</p> <p><b>Strategic direction and development of the Mathematics Department within the context of the school's aims and policies</b> - Subject Leaders develop and implement subject policies, plans, targets, practices:</p> <ul style="list-style-type: none"> <li>● Have a clear long term and short-term vision for the role of Mathematics within the curriculum.</li> <li>● Foster a climate that supports positive attitudes in all teaching staff. Use national, local and school data (including inspection evidence) effectively, to inform the auditing and action planning process, and to inform policies, practices, expectations, targets and teaching methods.</li> <li>● Monitor progress towards fulfilling the action plan and targets.</li> <li>● Use data effectively to identify pupils who are underachieving, and require challenge. Implement support for such pupils.</li> </ul> <p><b>Teaching and Learning</b> – Subject Leaders secure and sustain effective teaching of the subject, evaluate the quality and consistency of teaching and standards of pupils' achievements and set targets for improvements:</p> <ul style="list-style-type: none"> <li>● Ensure the development of programmes of study and schemes of work within the context of the Mathematics framework.</li> <li>● Ensure that all pupils, including those of high ability and those with special educational needs or with English as a second language are provided for.</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure that lessons are objective-led, and that learning and teaching is logically sequenced.</li> <li>● Provide guidance on the choice of teaching and learning methods to meet the needs of different pupils.</li> <li>● Evaluate the quality and consistency of teaching within the department; use this analysis to identify effective good practice and areas for improvement.</li> <li>● Ensure that there is an effective climate for learning and development within the department.</li> </ul> <p><b>Efficient and Effective Deployment of Staff and Resources</b> – Subject Leaders identify appropriate resources for the subject and ensure that they are used efficiently and safely:</p> <ul style="list-style-type: none"> <li>● Ensure the availability of appropriate resources required to teach Mathematics efficiently and to meet the needs of any action plan.</li> <li>● Work with the Headmaster and members of the Leadership Team to deploy staff to provide high quality teaching of the subject, and to provide intervention support for identified pupils.</li> <li>● Ensure that Mathematics is used effectively to support teaching and learning.</li> <li>● Promote and safeguard the welfare of children and young people s for whom they are responsible and with whom they come into contact.</li> </ul>
Line management duties and responsibilities	<p><b>Leading and Managing Staff</b> – Subject Leaders provide to all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching:</p> <ul style="list-style-type: none"> <li>● Support Mathematics staff to achieve positive, constructive working relationships with pupils.</li> <li>● Encourage and foster teamwork among teaching staff, motivate staff, delegate tasks, evaluate and share good practice and develop an acceptance of accountability.</li> <li>● Ensure the Department functions in line with College expectations with regard to monitoring standards and lessons and lesson observations to ensure teaching and learning objectives are fulfilled.</li> <li>● Ensure that Mathematics staff receive appropriate professional development and training to deliver all courses offered within the department.</li> <li>● Work closely with the International Department, Headmaster, SLT, SENCO and Governors.</li> <li>● The HOD may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and Head of Department.</li> <li>● Performing the ‘Role of Teacher’ job description, as set out in the College’s Academic Handbook.</li> </ul>

***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.***

***We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***