



Job Description

Job Title	Head of Maths
Reports to	Deputy Head Academic

Job purpose

The Head of Faculty will coordinate the planning, teaching and learning within the department, and liaise with other HOFs where necessary and ensure continuity and progression throughout the curriculum.

The HOF will have high expectations for all children, as well as excellent organisational skills. In addition to the duties outlined in the schools teacher contract and staff handbook, main duties and responsibilities will include those outlined below.

Duties and Responsibilities

Main Purpose of the Job:

- Have a detailed knowledge of the Maths curriculum, including knowledge of the skills necessary for successful entrance to Senior Schools at 11+ and 13+, including scholarship examinations;
- Oversee the teaching of Maths from Reception through to Year 8, including regularly reviewing schemes of work and ensuring that colleagues are teaching Maths in accordance with high quality planning and delivery expectations;
- Ensure continuity and progression through (and between) each year group;
- Evaluate pupils' progress, achievement and attainment through detailed record keeping, intervening where necessary;
- Contribute fully to the Annual Progress Report and SEF, using external standardised data to evidence excellent attainment for students in Maths;
- Monitor the standards of behaviour and achievement across the department through regular work scrutiny exercises and contributing to the school's Quality Assurance processes;
- Be a proactive participant in regular Heads of Faculty meetings, contributing positively to discussions and acting on agreed action points;
- Establish good relationships, encourage good working practices and support and lead teachers in the Faculty;
- Oversee all aspects of the Faculty organisation and management, in order to ensure that school policies and practices are being delivered;

- Work with the SEN Department to ensure that every boy is able to access the curriculum and make progress in line with his ability;
- Support the Deputy Head, Academic with the formal induction processes for new members of staff within the department and proactively share and develop departmental resources;
- Understand the need to take responsibility for their own professional development, including (but not limited to) keeping up to date with research and developments in pedagogy and/or in the subjects they teach, by attending at least one relevant CPD event each year;
- Co-ordinate and oversee the organisation of school visits and extra-curricular activities within the department, including participation in external Maths related competitions.
- Chair regular Faculty meetings with colleagues teaching Maths
- Complete and update on an annual basis all relevant risk assessments and departmental health and safety policies, and ensure circulation to department;
- Oversee report writing for the Maths Faculty, including quality controlling the content and accuracy of reports.

Other duties and responsibilities:

- HoFs may be asked to serve as a Form Teacher.
- All teachers at SASB are asked to contribute to the co-curricular programme and undertake duties.

Qualifications, Skills and Experience

Essential:

- Considerable experience in ensuring excellent student outcomes in Maths, including 'value added'
- Excellent subject knowledge in Maths, including stretching and challenging high achievers.
- A 'Can do' attitude: drive, enthusiasm and energy and a willingness to go 'above and beyond' to ensure all students achieve.
- Ability to maximise and develop subject knowledge, pedagogy and professionalism of colleagues.

Desirable:

- Previous experience in a Head of Department role.
- Knowledge of the Independent sector, including preparing students for success at 11+ and 13+.
- Experience in co-curricular activities, including preparing students for external competitions and enrichment activities.

Signature & Date of post holder

Job Holder:

Signature:

Date:

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.
