



JOB DESCRIPTION

Head of Mathematics

This is an exciting opportunity for a dynamic, energetic and well qualified teacher to lead our Mathematics Department. A willingness to contribute to extra-curricular activities and to play a full part in the life of the school is essential.

Seaford College is an HMC co-educational boarding and day school with 840 pupils that nurtures academic excellence, sporting success and creative talent. The 400-acre campus on the edge of the South Downs, is an area of outstanding beauty.

The Department

Within the Mathematics department each member of the time contributes to the subject's development and has a specific role in enrichment activities. In addition to the Head of Department, there are key-stage co-ordinators, who have oversight of the curriculum, enrichment and revision for their key-stage. Our teachers are all passionate about mathematics and the subject enjoys excellent results at GCSE and A Level.

We follow the Edexcel specification for A Level and GCSE.

The Post

The post would suit an ambitious, dynamic and well-qualified graduate with a passion for the subject. An ability and desire to teach up to A Level is essential and it would be advantageous to teach Further Mathematics. There will be the responsibility for a tutor group.

The Personal Specification

The successful candidate will have experience of working with all age groups and be a good motivator, with excellent classroom management skills and high expectations for all.

We seek someone with:

- proven administrative skills, who will mark work thoroughly and punctually, as well as meet all other deadlines
- excellent communication skills, who is committed to working with colleagues in a co-operative style
- an interest in his or her working environment, who will maintain a well-presented classroom

We offer the opportunity to:

- work in a highly-successful department of dedicated teachers
- enjoy excellent resources; for example, each classroom has an interactive whiteboard
- join a Common Room of supportive and friendly colleagues
- undertake professional development appropriate to the post

- contribute to the success of a growing and forward-thinking school
- enjoy good prospects for promotion

Head of Department

This job description and Seaford College's Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

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

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

RESPONSIBLE TO: Headmaster and Governing Body

REPORTING TO: Deputy Head Academic

REPORTING TO THE HEAD OF THE DEPARTMENT: Departmental staff

COMMITTEES: HoDs

PURPOSE: The primary role of the Head of Department is to lead and manage their department in such a way as to ensure that all pupils and members of department are positively encouraged to develop their potential to the full. The HoD is responsible for the quality of teaching and learning in their department.

KEY RESPONSIBILITIES

Primary responsibilities

Academic

- To monitor, ensure and maintain the highest standards of teaching and learning in the department.
- Plan, implement and review the curriculum for their subject.
- Produce a Departmental Handbook which includes Programmes of Study and Schemes of Work which take account of, where appropriate, the requirements of the National Curriculum and external assessment.
- To raise and maintain both the standards and expectations of the department through the monitoring and analysis of assessment data.
- To keep assessment records and monitor student progress in the department. To provide a marking policy for the department, in line with College policy. To modify syllabus choice or schemes of work to maximise educational benefit to the students and their chances in examinations.
- Liaise with the Prep School to ensure that there is a continuity of curriculum through the transition from Prep to Middle school.
- Encourage the use of ICT by both staff and pupils in the department.

- Setting and monitoring Challenge Grades for all pupils taught in the department.
- Produce an annual report and a development plan with specific reference to examination results.
- Monitor the quality of teaching and learning in the department
- Contribute subject-specific information to the GCSE and A level options booklets and offer advice to prospective students.
- Oversee any PGCE trainees and/or NQTs in the department.
- To arrange for regular departmental trips relevant to topics being studied.
- It is expected that HoDs are in College on the day of GCSE and A level results, and they should ask the Headmaster's permission if they cannot be.
- To carry out any other key tasks which the Headmaster may reasonably assign.

Administration

- In liaison with the School Finance Manager, to create, and implement the departmental budget in line with the school development plan.
- Develop and train staff in the department; participate in appraisal arrangements; liaise with the Senior Master to ensure that necessary staff training is identified and implemented.
- Hold regular Departmental Meetings, retaining minutes, to review progress and give any assistance needed to implement the department's programme. These meetings should ensure that there is effective communication and a unified sense of purpose within the department.
- Represent the department in all matters within the School such as: attendance at HoDs' meetings; liaising with other departments, pupils, the Senior Leadership Team (through Line-Management) and Exam's Officer on all matters concerned with the timetable and Curriculum; setting arrangements; external exam entries; organising the setting and marking of internal exams, CE and Scholarship papers.
- Ensure that the departmental stock and equipment are well cared for and economically used. Keep the department within its budget, producing annual accounts to the Bursar where necessary.
- Supervise the work of support and technical staff and monitor items relating to the safety of pupils and staff.
- Ensure that the departmental rooms present a stimulating environment for pupils.
- Organise events such as extracurricular visits, foreign exchanges, field trips etc. that will continue to foster the academic ethos throughout the School.
- To attend School INSET.
- To maintain the departmental teaching space and display areas, and raise any Health and Safety issues.
- To assist in the appointment of new staff to the department and to be responsible for the induction, advising and supporting of members of the Department, particularly new staff or student teachers.
- To liaise with other departments and develop cross-curricular links.
- Attend Open Mornings and other all-College events.

GENERAL MATTERS

- To take a full part in the wider life of the school including being fully involved in extra-curricular activities.
- To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably required.

All Job Descriptions are subject to review and update to meet the changing needs of the School