



Name:

Title of Post: Head of Mathematics

Grade: Common Pay Spine + TLR 1b

Responsible to: Deputy Headteacher (Curriculum)

Responsible for: Departmental staff

Post Concept:

The purpose of the post is to create a role in School with direct responsibility for the teaching, learning, organisation and management related to a specific subject area within the School curriculum. Integral to the role are responsibilities for the management, evaluation, review and development of work in the subject, the leadership of departmental staff (where appropriate) and the maximisation of student performance. The purpose of the post will be fulfilled principally through work with students, teachers, ancillary staff (where appropriate), parents and others with a legitimate concern for the contribution of the subject made within School. The post should be discharged in addition to duties as a subject teacher, form tutor and other general professional duties as set out in the Conditions of Employment of School Teachers.

Main Duties and Responsibilities

1. To make a substantial teaching commitment to the subject for which he/she is responsible throughout the School and across the full ability range.
2. To ensure the construction, implementation and development of all subject courses appropriate to the age ability and aptitudes of students by:
 - Writing and reviewing the subject schemes of work, monitoring their implementation, through the use of a range of strategies as defined within School self-evaluation arrangements.
 - Keeping abreast of new subject developments, reviewing and managing the work of the department in the light of these, to lead curriculum development.
 - Ordering and maintaining adequate resources in the department.
 - Monitoring and evaluating the existing subject curriculum, resources, policies and student performance and standards.
 - Ensuring homework is set and marked, through regular monitoring.
3. To agree and ensure that systems of assessing and reporting student progress and attainment both within the School system and internal departmental assessments are carried out (including the setting of examination papers and tests).



4. Where appropriate, to contribute to the professional development of departmental staff, delegating and reviewing responsibilities within the department. This will include participation in School arrangements for Performance Management.
5. To act as a channel of communication and consultation both within and between departments, reporting back from relevant meetings and courses and promoting the interest and views of the department.
6. To fulfil a role in maintaining an orderly working environment within his/her department, including being the first reference point for issues of student behaviour.
7. To oversee, support and guide the professional activities of newly qualified and student teachers, within the department.
8. To be responsible for all management and administrative matters relating to the department including:
 - ensuring all external examinations requirements are met.
 - management of departmental resources, in consultation with departmental staff.
 - conducting departmental meetings, ensuring a written record of decisions made is kept.
 - maintaining departmental records and Departmental documentation, including Departmental Policies and Departmental Handbook.
9. To provide leadership for the department, including the construction of a Subject Improvement Plan
10. To set work for absent staff.
11. Where applicable to oversee and direct the work of technical assistants.
12. To ensure students' work is displayed to advantage within classrooms and in the wider School environment.
13. To be responsible for dealing with visitors to the department.
14. To stimulate extra-curricular interest in the subject area.
15. To ensure LA subject guidelines are implemented, including safety regulations.



16. To participate in the appointment of staff where appropriate.
17. To participate in subject liaison where appropriate.
18. To attend appropriate meetings as set out in the School Time Budget policy.

Notes:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the School's published Time Budget Policy and have regard to a Teacher's Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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