

Job Description: Head of Maths

Responsible to	The Principal through the SLT subject manager.
Aim of the Post	<p>To lead and monitor Numeracy across the whole school;</p> <p>To be responsible for the organisation and management of this subject throughout the senior school;</p> <p>To increase staff confidence and competence in teaching pupils Mathematics.</p> <p>To ensure pupil entitlement to the National Curriculum in Mathematics.</p>
Principal Responsibility Areas	<p>In addition to the role of Classroom Teacher and Form Tutor, a member of staff in charge of Mathematics will:</p> <ul style="list-style-type: none">• Support and monitor the identification and assessment of pupils' needs in Mathematics.• Co-ordinate the provision of Maths for pupils, and maintain and oversee appropriate record keeping systems.• Support and develop colleagues in relation to Maths through advice, guidance and organisation of in-service training• Monitor and evaluate the effectiveness of the provision for Maths.• Secure, allocate and monitor a Maths resource budget to ensure curriculum access for all pupils.• Liaise with parents, pupils and outside agencies.
Key Tasks	<p>To:</p> <ul style="list-style-type: none">• Seek to create the highest standards for all by promoting enthusiasm for Maths and through extra-curricular activities to develop pupils' enjoyment in learning.• Ensure all developments within the subject are made known to the teaching staff and Principal as necessary and keep department Schemes of Work and Handbook under review.• Set, monitor and review annual targets for the

department and by forward planning, contribute to the whole school development.

- Prepare an annual departmental review for the Principal and governing body.
- Ensure that teaching areas assigned to the department are attractive environments for learning and keep an accurate record of all resources to include books, equipment furniture etc. taking measures to maintain all departmental facilities in an orderly way.
- Prepare annual bids for and allocate funding to best achieve departmental targets and keep records of all departmental expenditure in line with the school's financial management.
- Assist in the appointment of new teaching staff, support them in induction and following their appraisal discuss with established staff their INSET requirements and career development.
- To take responsibility for the quality of teaching of Maths by consultation with, encouragement and observation of colleagues.
- Support members of staff in maintaining firm but fair discipline, where necessary liaising with the Form Tutor/Vice Principal, before contacting parents.
- Advise on setting targets for the improvement of pupils learning.
- Assist pupils making choices at 14+ and 16+ with up-to-date advice and detailed entries in the option booklets for GCSE.
- Hold departmental meetings with agendas and minutes, which are made available to the subject manager.

Maintain appropriate procedures for:

- assessing progress of pupils, including internal and external examinations and moderation to maintain comparability of standards;

	<ul style="list-style-type: none"> • recording achievement with suitable reward as required; • considering remedies for under achievement; • providing challenging work when needed; • reporting as required to parents. • To arrange 'cover' work if no work has been set by absent staff and ensure work is set for planned absences. • Preparing the departmental timetable within the school timetable framework and to deploy staff and teaching groups in consultation with the Vice Principal. • Liaising with the Network Manager and other resource agencies within the school to ensure proper and full departmental use of the facilities available. • Maintain adequate Health and Safety procedures and undertake appropriate Risk Assessments.
<p>General Teacher Duties</p>	<ul style="list-style-type: none"> • To carry out duties as detailed in the Teachers' (Employment Handbook) Regulations • To carry out all duties in a manner which complies with: <ul style="list-style-type: none"> ○ current Health and Safety Regulations ○ the requirements of the Children's Charter ○ the School's security requirements ○ the requirements of Frewen College's policy documents • To act as a Form Tutor to an assigned class and to carry out related duties in accordance with the general job description of a Form Tutor. • To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment. • Ensure that a stimulating and relevant programme of study is followed for each child and high standards are achieved. • To carry out a share of pupil supervisory duties, in accordance with published rosters. • To participate in appropriate meetings with colleagues,

parents and pupils.

- To implement all school policies and procedures.
- To play an active part in promoting the school ethos, vision, mission and values.
- To be responsible for the organisation and delivery of some school extra-curricular activities.