

Head of Maths - Job Description

Purpose

The Head of Maths is responsible to the Director of Learning and the SLT for leading their subject area throughout the school, monitoring the effectiveness of planning and teaching and ensuring the highest standards of learning, achievement and development for all children.

Responsibilities

1. General Responsibilities

- a) Promote the vision, mission and aims of Knightsbridge School.
- b) Support the priorities established in the School Development Plan.
- c) Create a productive and disciplined learning environment
- d) Provide accurate information on all aspects of the specialist subject to the SMT as required
- e) Contribute to decision making and policy development across the school
- f) Administer the allocated budget
- g) Provide upwards feedback and suggestions for improvement
- h) To work to the direction of the SLT on any other matters relating directly to this role that may from time to time occur;

2. Day to Day responsibilities

- i) To support the SMT by maintaining efficient and effective management and organisation of learning resources and provide information for the school SEF;
- j) To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject and carry out tasks as identified in the school health and safety policy;
- k) Identify and undertake risk assessment as appropriate for subject-related activities, seeking advice and support from the H&S manager where necessary.
- l) To be a role model for pupils, demonstrating high standards of personal presentation, professional conduct and time keeping.
- m) Organise termly equipment audits and maintain an up to date equipment list
- n) Organise and renew display boards regularly
- o) To cover for absent colleagues and provide cover work for absent members of the department as required.

3. Curriculum

- a) Write a development plan for, and carry out evaluation of, the subject identifying clear targets, timescales and success criteria for its development in line with the overall school development priorities.
- b) Produce schemes of work appropriate to each year group and aligned across the school, containing clear learning objectives and success criteria and reviewing these regularly to ensure effectiveness, applicability and usability;
- c) Ensure planning caters effectively for the needs of EAL, SEND and Enrichment pupils and that the department is resourced accordingly;

- d) Liaise with other schools and agencies in order to ensure the school is up-to-date with local and national developments and guidance in the subject;
- e) Liaise with Heads of Section and SLT to ensure that schemes of work are age-appropriate, align with other subjects and ensure appropriate progression.
- f) Contribute to meetings, discussions and management systems necessary to coordinate the work of the area /aspect and integrate this into the work of the school as a whole;
- g) Arrange for appropriate resources to support the schemes of work, evaluating and piloting new subject resources and materials as necessary
- h) Monitor progress in the subject area and amend curriculum as necessary to improve progress
- i) Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- j) To analyse and report on pupil achievement data, in subjects
- k) Ensure a thorough understanding of exam requirements, including scholarship exams at all points of exit.

4. Teaching & Learning

- a) Develop and implement practices which reflect the school's commitment to high achievement through effective teaching and learning;
- b) Take overall responsibility and therefore appropriate action to support the ongoing improvement of the quality of teaching and learning in the subject across the age range;
- c) Set and achieve the highest standards of attainment possible for each child and group as a whole.
- d) To evaluate the teaching of the subject through the regular and rigorous monitoring of teachers' plans and collaborative teaching as agreed in the Head of Departments handbook and carrying out monitoring in line with the school's monitoring timetable;
- e) Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, auditing and analysing work, achievement and outcomes;
- f) Liaise with colleagues to ensure curriculum continuity and progression;
- g) Provide feedback to teachers on the quality of teaching and learning
- h) Provide feedback to the SMT on the quality of subject teaching for all year groups to inform summative feedback
- i) Provide feedback to The Head of Learning and Section Heads on the overall quality of teaching and learning within the subject and on any particular areas requiring improvement.
- j) To ensure that school wide policies, procedures and expectations, e.g. cross-curricular, ICT and marking, are carried out effectively within the subject and in conjunction with the school development plan;
- k) To arrange appropriate workshops, extra-curricular activities, trips, competitions and matches (in-house and external) for the subject and across the whole age range;

5. Assessment

- a) For Years 1-4, determine the curriculum elements that should be assessed
- b) For Years 5–11, determine what should be assessed and the appropriate method of assessment.
- c) Organise (and delegate where appropriate) the setting and marking of exams
- d) Track all pupil progress and use assessment data to inform pupil targets

6. Staff Management

- a) Manage subject-specialist teachers and subject-specific support staff
- b) Support the professional development of all staff reporting, liaising with the Director of Learning regarding the CPD programme and ensuring that colleagues undertake appropriate training opportunities
- c) Take part in the school's annual appraisal programme, providing undertaking the summative appraisal meetings for direct reports and providing meaningful feedback to Head of Juniors/ Seniors for other teaching staff
- d) To liaise effectively with the Head of Learning Support to ensure a seamless curriculum between Nursery and Year 11;
- e) To develop effective working relationships with all teachers, parents, senior managers, Directors and Advisors;
- f) To attend professional development courses and be involved in the provision of professional development of staff;
- g) To contribute to the selection for appointment and professional development of subject specific teachers and non-teaching staff, including the induction and assessment of new and newly qualified teachers, within the area /aspect;
- h) Carry out subject-specific induction for senior teachers.

7. Communication & Events

- a) Contribute to curriculum evenings and initiate extra-curricular activities involving the subject.
- b) Develop effective links with the local community including parents and local businesses as appropriate;
- c) Promote parental interest and understanding of their child's education;
- d) Report to meetings of the Board of Advisors on matters related to the aspect / area;
- e) Coordinate and lead staff updates and CPD in the subject that will contribute to whole school improvement
- f) Maintain arrangements for reporting to parents on the progress of pupils undertaking studies in the area /aspect in accordance with the school's overall systems;
- g) To organise high quality subject displays and activities at open events;
- h) To ensure that the subject is well represented by high quality displays throughout the school.

Subject-Specific Additions:

Maths:

- a) Identify potential maths scholars and provide appropriate support and preparation for them