

## Job Description

**Job Title:** Head of Maths

**Grade / Salary:** 1d

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**Reporting to:** CHTs or DHT

### Main Objectives

- To support the Co-headteachers in implementing the school improvement priorities
- To provide effective leadership and management of the Maths Department
- To be responsible for the priorities of the Maths Department and development of the Maths Department Improvement Plan

### Management Responsibilities

- To discuss and monitor the deployment of Maths teachers and technicians in order to optimise Maths provision for all; to review and evaluate the quality of provision and teaching.
- To provide an annual Exam Review and action plan.
- To contribute to and lead meetings as required; discussing and managing systems which ensure the integration of the work of the department into the Maths Department as a whole.
- To ensure the effective use of the Department's resources, including budget allocations, requisitions and records. To ensure the proper maintenance of the materials and fabric of the department, including an annual audit and to observe the relevant health and safety regulations.
- To organise displays within classrooms and for parents' evenings.
- To be responsible for departmental reporting to parents, staff, Governors, LA, and DfE on the progress of students taught by the department in accordance with requirements.
- To keep abreast of educational developments in Maths and to make sure the department adheres to whole school policies.
- To monitor the progress of all departmental members and have regard for their professional development.
- To maintain a portfolio, recording staff attainment including observations and focus reports.
- To make sure the department is represented at school meetings and that information is fed back to department members.
- To keep a record of all relevant student assessments and to provide staff and parents with information.
- To organise the Maths Department's input into Maths activities and promotions and extra-curricular activities.
- To contribute to Department guidelines, e.g. handbook

### Curriculum

- To teach Maths across the ability range
- To Teach Further Maths
- To keep abreast of national changes to accountability measures and examinations.
- To prepare and deliver the taught curriculum in accordance with schemes of work and the timetable
- To contribute to the development of teaching schemes, methods and resources
- To stimulate interest in Maths in the widest sense including being involved in extra-curricular and cross-curricular activities
- To promote the aims of the Maths Department.

## **Assessment**

- To enable students of all abilities to access learning,
- To prepare and mark class work and home work for students
- To carry out assessment and recording procedures as specified by the Fortismere Assessment policy and statutory requirements
- To meet the needs of students on the inclusion register in line with Code of Practice/school policy (LINC department) and individual progression

## **Line management**

- To line manage the KS3, 4 and 5 post-holders
- To undertake the appraisal of the Maths Department post-holders
- To attend regular line management meetings with your line manager

## **Communications**

- To fulfil the aims of the school and work towards maintaining its ethos
- To participate in relevant directed time meetings and Parents' Evenings
- To meet statutory and school policy requirements
- To support Key Stage post-holders in ensuring effective internal and external communications

## **Resources**

- To maintain an appropriate learning environment in any assigned teaching room
- To use and develop ICT as a tool to enhance the teaching and learning of Maths
- To be responsible for resources used in lessons, including equipment, worksheets and text books
- To produce resources to enhance or supplement text books, within a team committed to sharing good practice
- To comply with Health and Safety procedures

## **Professional Development**

- To be committed to furthering your own professional development and participating in Performance Management and in-service training as necessary to optimise your performance as a teacher

## **Administration**

- To carry out faculty and year team routines as specified in the handbooks and mindful of the importance of teamwork
- To be responsible for carrying out designated school duties

## **Pastoral**

- To participate fully in a year tutor team and undertake the role of a tutor as required
- To be concerned with the welfare of students in your care
- To contribute substantially to extra-curricular opportunities for students
- To participate in the pastoral curriculum tutoring programme, as required