



Job Description: Head of Mathematics

Job Title	Head of Mathematics
Pay	TMS / UPS London Fringe + TLR 1C (£12,500)
Line Manager	Member of SLT

Key Purpose of Role:

- To lead the Maths department in delivering consistently high-quality teaching and learning
- To ensure excellent academic progress and achievement of all students in the department

Duties and Responsibilities:

- Devise and implement an ambitious curriculum in Maths, ensuring this aligns with the whole school curriculum intent
- Ensure high quality teaching and learning in every lesson through effective collaborative planning and quality assurance measures
- Ensure there are effective assessment practices within the department
- Create an annual Department Development Plan, aligned with the School's Development Plan
- Oversee tracking and monitoring of student assessment and progress data, leading on interventions where necessary to ensure students make excellent progress
- Lead on whole school numeracy, working collaboratively across the school to identify and plan ways to support students cross curricular numeracy
- Ensure discussion of student progress and development and review of appropriate action plans, as a regular feature of departmental meetings (including monitoring the progress of different student cohorts such as gender, Pupil Premium, EAL, SEND and most able)
- Effectively line manage colleagues in the Maths department, ensuring that staff within the department take responsibility for their own professional development, providing support where required
- Ensure that all teachers of the subject mark books regularly in line with the school's marking and assessment policy and set homework in accordance with school policy
- Playing a leading role in the induction and, where necessary, training of new members of staff.
- Identifying and supporting the training needs of teachers within the department
- Liaising with senior management if there are concerns about the performance of any member of the department.
- Submit and manage the budget of the department.

- Promote the effective use of technology and online platforms to support students learning in Maths
- Co-ordinate revision, enrichment and support programmes offered by the Maths department
- Identify students who are underachieving and put in place strategies to support improvement in conjunction with the leaders for key stage 3 and 4, leader for sixth form and SENCo
- Lead on ensuring effective intervention programmes for students across all key stages
- Be responsible for carrying out all necessary work and liaison to prepare students for external examinations, ensuring all teachers of the subject are aware of the latest external examination specifications, coursework requirements, and examination timetables
- Ensure effective liaison with Exams officer regarding submission of entries for Key Stage 4 and Key stage 5 students
- Represent the department at whole school events, such as Open Evenings and Sixth Form Open Evening
- Take responsibility for ensuring the relevant sections of the school website are up to date
- Keep abreast of national changes/innovations within the subject and suggest adaptations to whole school policies as necessary
- Ensure the school's policy on behaviour is followed and work with subject teachers to improve situations where appropriate.
- Effectively communicate with a range of stakeholders across the school, including Governors, parents/careers and external agencies as necessary

Other Responsibilities:

- To comply with all policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead (DSL)
- To be actively involved in the school's extracurricular/enrichment provision.
- To undertake training and development relevant to the post and in line with the school's priorities.
- To undertake any other professional duties as set down in the schools pay and conditions of service document, and as directed by the Headteacher

Safeguarding and Child protection:

The Beaconsfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

This job description may be amended at any time in consultation with the postholder.

THE BEACONSFIELD SCHOOL
PERSON SPECIFICATION – Head of Department

Essential Skills, Experiences and Competencies

- Accountability for achieving the highest standards of educational outcomes and achieving personal and team KPIs
- Demonstrable and substantial impact on student achievement
- Excellent man-management, leadership and motivational skills and experience of line management responsibilities
- An ability to set clear expectations, to demand high standards and to hold others accountable for their performance
- Strong team player with the ability to create mutual trust and respect for others, valuing individuals and developing a shared approach to problem-solving and to achieving goals
- Empathy with, and keenness to contribute to, the aims of the school
- Ability to teach and assess to high standards, using assessment to inform and improve learning
- Dynamic classroom teacher with successful track record in specialist subject. Drive and ambition for themselves, their department and students
- Stamina and absolute determination to achieve personal, team and institutional success
- Firm, fair, caring, consistent and non-confrontational approach with students and staff
- Excellent organisational and administrative skills
- Good at setting priorities and meeting deadlines
- Skillful communicator able to manage change successfully to a range of stakeholders
- Personal resilience and capacity to work under pressure, to show initiative and to successfully deal with a demanding workload
- Understands, interprets and sets actions based on available data
- Commitment to own professional development

Qualifications and Training

- Good honours degree
- Qualified Teacher Status
- Systematic and relevant professional development

Knowledge and Skills

- Consistently Good to Outstanding classroom skills
- Excellent subject knowledge
- Demonstrable pedagogical techniques and the ability to adapt to learning styles as appropriate.

Desirable Skills, Experiences and Competencies

In addition to the above essential criteria, the successful candidate is likely to demonstrate all or most of the following:

- A commitment to the student, to enable all students to be successful; a willingness to challenge others in the student's best interest
- A constant drive for improvement
- An ability to think creatively
- An ability to provide clear direction to students, to motivate and inspire them
- Initiative, including an ability to anticipate and pre-empt events
- Effective communication skills for a range of purposes
- A willingness to adapt to changing needs and circumstances
- Energy, optimism and motivation in the face of pressure and setbacks

- Monitoring and evaluating teaching and learning Curriculum
- Experience of conducting staff appraisals and progressing staff development initiatives
- Experience of working directly with parents and external agencies
- Confident ICT user
- Up to date with current education trends and initiatives

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