



VERULAM
SCHOOL

Headteacher: Fergal Moane

Brampton Road
St Albans
Hertfordshire
AL1 4PR
Tel: 01727 766100

www.verulamschool.co.uk
Email: head@verulam.aat.school

JOB DESCRIPTION

Job Title: Director of Maths

Pay scale: MPS/UPS + Fringe + TLR1B

Responsible to: A member of SLT

Overall responsibility:

- To lead a team of staff to maintain high standards of student learning, attainment and ethos through high quality teaching and positive behaviour management.
- To ensure Good Pupil Progress

Accountable for:

- Pupil progress & quality of learning in Subject areas and leadership and management of staff team

Key Accountabilities:

- Leadership and management of the curriculum team(s).
- Leadership and management of students in a curriculum with maintenance of all relevant data.
- Building strong home – school links.
- Leadership and delivery of a curricular programme through timetabled lessons, other areas of the curriculum, intervention and extended curriculum.
- Maintenance of a positive disciplinary system particularly within the classrooms, corridors and immediate areas of their subject base in the school.

Key Tasks

- Lead, maintain and raise the standards of learning and attainment for the subject area.
- Ensure pupils make good progress in all key stages.
- Liaise and meet with senior leadership, Year learning managers and other curriculum coordinators when necessary regarding pupils, staff deployment and management.

Verulam School

A member of Alban Academies Trust. Registered address:
The Ridgeway, St Albans, Hertfordshire AL4 9NX. A charitable
company limited by guarantee registered in England and Wales
(company number: 07523557)



- Manage, support (e.g. coaching), monitor and lead the teaching and CPD of the teachers in their subject area. Be the model for best practice in teaching and learning in their subject area.
- Mentoring and support of NQTs and trainee teachers.
- Ensure staff follow the Verulam lesson and school policies.
- Organise, chair and lead Department Meetings, prioritising the discussion of academic achievement and progress.
- Attend the fortnightly Line Management meetings, organise regular departmental meetings and go to the weekly Middle Leaders Meeting
- Monitor the attendance, punctuality and academic performance of students in their subject area, liaising with the HOY, SENCO and other external support services where appropriate.
- Report to SLT member on the quality of student presentation, class work and homework through regular monitoring.
- Contribute to the extra – curricular opportunities within school.
- Administer the school’s behaviour policies and procedures, setting and overseeing detentions and the merit system for the Subject area. Monitor how effectively rewards and sanctions are being used by the teachers in your team.
- Ensure effective communication between faculty and parents / guardians.
- Manage, support, monitor and organise the schemes of work, homework and parallel study for that subject area.
- Regularly report back to SLT line manager on student progress and action taken to improve it.
- Organise the application, marking and moderation of examinations.
- Monitor, manage, maintain and share attainment data with staff and parents, organising reports and Consultation Evenings.
- Monitor and evaluate the quality of lessons within the Ofsted framework and the implementation of whole school policies, reporting back to SLT on progress.
- Participate in and be accountable for the Performance Management of faculty staff
- Effective management of faculty budget and resources.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DFE Pay and Conditions Document.

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post

Verulam School

A member of Alban Academies Trust. Registered address:
The Ridgeway, St Albans, Hertfordshire AL4 9NX. A charitable
company limited by guarantee registered in England and Wales
(company number: 07523557)



- To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
- To promote positive student conduct
- To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
- To participate in the School's performance management process
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post.

Verulam School

A member of Alban Academies Trust. Registered address:
The Ridgeway, St Albans, Hertfordshire AL4 9NX. A charitable
company limited by guarantee registered in England and Wales
(company number: 07523557)

