

## Stopsley High School Job Description

**Post:** Head of Maths

**Subject:** Maths

**Salary:** MPR/UPR + TLR1b

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**A teacher at Stopsley High School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document and as outlined in the DfE School Teachers' Pay and Conditions Document.**

**The Head of Maths is responsible for;**

### Leadership

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- Setting and sharing the **aims, objectives** and **vision** of the department to ensure high aspirations and excellent outcomes for staff & students.
- To improve the quality of **teaching, learning, curriculum and assessment** across the department and to raise standards of attainment.
- To keep up to date with national developments in your **subject pedagogy** and **practice** and to promote and implement them appropriately.
- To participate in **Department meetings, Middle Leader meetings** and **SLT Link meetings**.

### Teaching & Learning

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- To lead on the review and implementation of high quality and relevant **schemes of work** that allow high quality lessons to be delivered in line with the school policy. These must include;
  - challenging provision for all students, particularly **high attainers**.
  - appropriate provision for **SEND** (liaising with the Special Educational Needs and Disability Coordinator & Teaching Assistants).
  - learning beyond the classroom through effective **homework** opportunities.
  - high levels of **literacy**, appropriate to the Key Stage.

- o thoughtful and wide ranging promotion of **Social Moral Spiritual Cultural** opportunities.

## Monitoring, Assessment & Feedback

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- To provide appropriate **assessment** opportunities and to ensure accurate **moderation** of assessment across both Key Stages.
- To ensure student progress is accurately **monitored** and **reported on** across the department. This includes setting appropriate **targets/thresholds**.
- To provide appropriate **intervention** for individuals and groups of students based on the accurate monitoring of their progress.
- To ensure effective **communication** with parents, including the **reporting** process.
- To review student **performance** and set targets for departmental development.
- To monitor, evaluate and act on **feedback** within the department in line with the departmental policy.
- Work with the Examinations Officer and Exam Boards to oversee all **exam entries** and completion of **non-examined assessment (NEA)**, in line with the school's policy and exam board expectations.
- To ensure regular **sampling** and **scrutiny** of student work in line with the department's assessment and feedback policy.
- To ensure all members of the department are formally **observed** in line with the **school policy**.

## Staff Development

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- Review the progress of the department annually through a range of departmental **review processes**. Use this information to summarise the findings in the completion of a departmental Self-Evaluation Form and to respond to any emerging issues appropriately.
- Contribute and complete the **School & Department Improvement Plan** through the formulation of departmental aims and objectives that challenge the areas of weakness identified in the Self-Evaluation Form.
- Monitor the **teaching and learning** of others, as part of the school's appraisal process, including supporting, coaching, mentoring and training colleagues.
- To ensure a high quality provision of **continual professional development** for staff, both bespoke and generic. This includes the induction and mentoring of new staff or trainees.
- Run effective and developmental **department meetings** that share best practice, according to the planned schedule of meetings.
- To promote **teamwork** and **effective working relationships** within the department.

## Behaviour & Climate for learning

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- To be responsible for ensuring that **student behaviour** in Maths is positive and the whole school policy on behaviour is followed. To involve the Support & Intervention Team where necessary.
- To contribute to providing a positive learning environment for students to learn in the departmental including through high quality **display** that is changed regularly according to school policy.

## Management

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- To ensure that the department provides **extra-curricular opportunities** for students across the Key Stages.
- To ensure appropriate **curriculum provision (student groupings, staff allocation & the homework timetable)**.
- To ensure appropriate **student consultation** and **student leadership** opportunities within the department.
- To effectively manage the department **budget, ordering and inventory**.
- To ensure **health and safety** standards are met across the department.
- To ensure appropriate **cover work** is set in staff absence.
- To link with **school governors** where required in line with school policy.

## Promotion of school

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- To make a positive **contribution to the life of the school** and **exemplify the school vision and values**.
  - To ensure that all department members are familiar with the **school vision**.
  - To promote, advocate and follow all **school policies**.
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