

Codsall Community High School: Job Description

Post title	Head of Mathematics (TLR1 £13000)
Purpose	<ul style="list-style-type: none"> • To develop the quality of education (the curriculum, assessment and academic support) for GCSE Mathematics, GCSE Statistics and A Level Mathematics. • To secure outstanding progress and enjoyment for GCSE Mathematics, GCSE Statistics and A Level Mathematics.
Reporting to	Deputy Headteacher: Academic
Core duties	
Curriculum development	<ul style="list-style-type: none"> • To liaise with the Deputy Headteacher: Academic to determine the most appropriate range of courses to offer within the Maths Department. • To lead the development of outstanding teaching plans and resources to support teaching, learning and assessment in GCSE Mathematics, GCSE Statistics and A Level Mathematics. • To coordinate the development of planning and resources by other teachers within the department. • To run a weekly Maths club and organise annual visits to increase interest and progress in Maths.
Teaching, learning and assessment	<ul style="list-style-type: none"> • To visit outstanding Maths departments to make links and learn from best practice. • To consistently demonstrate outstanding practice in Maths that leads to high levels of progress, interest and enjoyment. • To monitor and develop the quality of teaching in the department so it meets or exceeds the career stage expectations for all teachers. • To ensure teachers use formative assessment to inform the next steps in teaching and learning. • To write accurate milestone assessments that can be used to track learner attainment. • To ensure teachers assess students' work so they know their strengths (WWW), areas for improvement (EBI) and they take action to improve (DIRT). • To moderate grades awarded by Teachers in the department to ensure accuracy. • To set up and maintain a central database with summative and formative records of learner attainment. • To analyse assessments using question-level analysis to identify specific objectives that students have not mastered and use this to improve the curriculum and organise academic support.
Academic support	<ul style="list-style-type: none"> • To ensure teachers talk to students who are underachieving in Maths to review their progress and agree next steps. • To coordinate intervention lessons and small group tuition for students who are below target and need to catch up.
Staff development	<ul style="list-style-type: none"> • To promote teamwork and to motivate staff to ensure effective working relations and high morale with the department. • To carry out regular monitoring and use coaching to improve the Quality of Education provided by all teachers in the department.
Leadership and management	<ul style="list-style-type: none"> • To formulate the aims, objectives and targets for Mathematics in the school. • To write, with their teaching team, the Team Improvement Plan for Maths and lead its implementation. • To lead and manage teachers within the Mathematics department. • To manage the available resources and equipment including deploying the department budget and maintaining equipment and stock. • To contribute to whole school decision-making as Head of Department. • To carry out end of year and mid-term appraisal reviews for all teachers in the department. • To promote teamwork and to motivate staff to ensure effective working relations and high morale.

Communications	<ul style="list-style-type: none"> • To ensure effective communication with parents of students. • To liaise with partner middle schools, higher education, industry, examination boards and other relevant bodies. • To contribute to the school liaison and marketing activities, e.g. the contribution of material for press releases, newsletter etc.
Safeguarding	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • To be ensure equal opportunities for all. • To contribute to the overall ethos, work and aims of the school.
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Heads of Department will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

Date:
Signed:
Name:
Line Manager: