



Weald of Kent
Grammar School



Head of Mathematics - with option to apply for Director of Faculty

Job Description



Employment Status: Permanent and full-time
Salary: **Head of Mathematics** - MPS/UPS plus TLR1a (£14,732 per annum)
Director of Faculty – L10 / L13*
Start Date: 1 September 2024
Closing Date: Friday 19th April 2024, 9am**
Interview Date: Wednesday 24 April 2024
Location: Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

** The School is introducing 6 Directors of Faculty to its structure from 1 September 2024. The Head of Maths is eligible to apply for the post of Director of Faculty. If you are interested in applying additionally for the Director of Faculty role, please indicate this in your application and supporting statement. Interviews for both roles will take place across Wednesday 24 April to Friday 26 April.*

***Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Department

We would like to welcome you to the Mathematics Department. Our main aim is to provide the best possible Mathematics education for all students, by providing quality where it counts: in the classroom. We recognise our obligation to make Mathematics relevant to the needs and interests of the students, and we constantly strive to provide an invigorating experience for all students, irrespective of differences in ability, gender, and cultural background

The Mathematics Department consists of a strong team of fourteen specialist teachers who are enthusiastic about Mathematics and work together to share their love of the subject with the students.

Staff work closely with the Head of Mathematics, ensuring that the department continues to develop and deliver the very best for our students. The department is constantly seeking ways to improve and to make sure that our students have the best opportunities for success to allow them to take the next step with confidence.

We have our own schemes of work for KS3 that have been developed in line with the National Curriculum and Numeracy strategies. All KS4 students follow the EDEXCEL Higher Tier Mathematics specification. As building confidence and encouraging outstanding achievement is at the heart of our department, there is no early entry and all students sit their GCSE examinations at the end of Year 11. At KS5 the students follow the EDEXCEL A level syllabus. The department also offers Further Mathematics at A-Level where there is an excellent uptake in both subjects. A number of students go on to a variety of Higher Education courses involving further study of Engineering and other Mathematics related subjects.

About the Post

Head of Mathematics

The successful candidate will be highly motivated, organised and passionate about the teaching of Mathematics, capable of delivering excellent lessons, as well as inspiring and supporting others to do the same. You will have an interest in enhancing scientific learning across the curriculum to ensure that the learning journey is appropriately challenging, ambitious and engaging for our students. You will be responsible for the strategic direction of the subject and will ensure that students make high levels of progress whilst ensuring that students' experience of Mathematics is as real-life and as practical as possible.

The successful candidate will:

- Provide leadership across the area working closely with the heads of subject as well as leading a subject to support the school strategic priorities.
- Provide direction, support and challenge to their colleagues so as to engage and build a culture of continuous improvement.
- Raise standards of student attainment and achievement within the whole curriculum area and to monitor and support all student progress.
- Be accountable for all student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and inclusive curriculum that will allow for the logical and progressive acquisition of knowledge for all students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- Be accountable for leading, managing and developing all KS3, KS4 and KS5 Mathematics courses.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Director of Faculty

The School will create six academic faculties from 1 September 2024, each led by a Director of Faculty (DoF). The rationale for this is as follows:

- To provide greater support for Heads of Department, particularly in terms of teacher development, staffing issues and behaviour management.
- To enable Heads of Department to focus on the leadership of their curriculum and subject knowledge development within their department.
- To support the development of teaching and learning across the faculty.
- To reduce the movement of Heads of Department across the both campuses.
- To enable a greater focus in Heads of Department meetings on professional development and opportunities to share best practice.



Job Description

Head of Mathematics

Operational/ Strategic Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Actively monitor and follow up student progress.
- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- Lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, including School Development Plan/Departmental Improvement Plan and the aims and objectives of the school.
- Foster and oversee the application of ICT in subject area, including the development of materials for independent Learning.
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary.
- Monitor and coordinate behaviour management within the department in accordance with the school Behaviour Policy.

Curriculum Provision

- Liaise with the senior leadership team leading on quality of education, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
- Be accountable for the development and delivery of the subject across all areas.
- Ensure continuity and progression of learning across all key stages 3 – 5.

Curriculum Development

- Lead curriculum development for the whole department.
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the senior leadership team leading on quality of education, to maintain accreditation with the relevant examination and validating bodies.
- Be responsible for the development and implementation of the national strategy within the subject area, including literacy, numeracy and ICT across the curriculum.

Staffing Staff Development: Recruitment/Deployment of Staff

- Work with the Senior Leadership Group to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Be responsible for the efficient and effective deployment of any Department support staff.
- Undertake Performance Management Review(s) and to act as reviewer for a member of staff within the designated department.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the school's ITT and ECT programme as and when applicable.
- Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance

- Ensure the effective operation of quality control systems.
- Establish the process of the setting of targets within the department and to work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning in all subject areas within the department.
- Contribute to the school procedures for lesson observation.
- Implement the school quality assurance procedures and to ensure adherence to those within the department.
- Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Actively seek and implement modification and improvement where required.
- Ensure that the Department's quality procedures meet the requirements of the Self Evaluation Form and the School Development Plan.

Management Information

- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the department.
- Produce reports on examination performance, including the use of value-added data.
- Manage, track and monitor the Department's data collection.
- Provide the Board of Trustees with relevant information relating to Departmental performance and development.

Communications

- Ensure effective communication/consultation as appropriate with the parents and carers of students.
- Liaise with higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies if and when necessary.
- Represent the Departments views and interests.
- Ensure that all members of the department are familiar with its aims and objectives.

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Pastoral System

- Monitor and support the overall progress and development of students within the relevant area of the department.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Act as a Form Tutor and to carry out the duties associated with that role.
- Contribute to PSHE according to school policy.
- Ensure behaviour and rewards are implemented in the department so that effective learning can take place.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students to follow this example.
- Continue personal development as agreed.
- Engage actively in the performance review process.
- Whilst every effort has been made to explain the main duties and responsibilities of the 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Director of Faculty

In addition to the Head of Department role, areas of responsibility for a DoF will include:

- To support HoDs as and when needed, including around management of student behaviour and staffing
- To lead the development of teaching and learning across the Faculty
- To support the professional development of colleagues within the faculty
- To provide leadership of the faculty and line management of the Heads of Department within the Faculty
- To lead on an area of whole school responsibility (tbd)
- To attend and take an active role at fortnightly 'Academic Board' meetings
- Contact time: 30 periods

The main focus for Directors of Faculty is the development of teaching and learning, including supporting individuals, as well as to be the first port of call for HoDs if there are any issues or support needed, especially around behaviour management or staffing.

DoFs will meet fortnightly (timetabled during the school day) as an 'Academic Board' to focus on strategic matters relating to the academic life of the school, in particular teaching and learning and this will be a key driver of our teaching and learning policy/framework within the school.

DoFs will be expected to do the majority of movement across campuses, rather than HoDs, in order to support colleagues at either site.

DoFs will be given a manageable area of whole school responsibility (to be discussed during the appointment process).

Person Specification

	Essential	Desirable
Qualifications		
Hold QTS (or equivalent) and a relevant undergraduate degree	✓	
Management training		✓
Evidence of further professional development relevant to post		✓
Experience		
Demonstrate successful teaching of GCSE and A-Level at an outstanding level	✓	
Have experience of initiation and effective management of change		✓
Show evidence of raising achievement in present post and showing good value added for groups	✓	
Outstanding classroom teacher and tutor	✓	
Experience of managing a team	✓	
Skills & Knowledge		
Have knowledge of current curriculum developments in subject and their implications	✓	
Have good knowledge and understanding of current educational thinking	✓	
Show good understanding of how children learn and how to raise standards of achievement	✓	
Able to communicate effectively, orally and in writing	✓	
Display excellent organisational skills	✓	
Be able to build and sustain professional standards and relationships with students	✓	
Be able to contribute towards creating a safe and protective environment	✓	
Able to consistently demonstrate effective planning and creative teaching including an ability to deliver outstanding lessons		✓
Excellent time management, planning and organisational skills	✓	
Able to use data effectively to access prior attainment, track progress and set student targets	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confident in own ability to be effective and take on challenges	✓	
Ability to relate well to students, colleagues, parents and trustees	✓	
Effective behaviour management skills	✓	
Able to support students in maintaining high standards	✓	
Up to date awareness of curriculum development	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Personal Attributes		
Ability to inspire, challenge and motivate students	✓	
Have a positive approach to education with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Clear vision and educational philosophy		✓
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, taking a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	



Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning



Application Process and Safeguarding

Applications

[Application forms](#) can be found on our website or on tes.com and should be sent to Human Resources at HR@wealdgs.org. The communication should set out how your proven relevant experience relates to this role. For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty and be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy at all times and complete appropriate training. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

Applicants will be required to undergo child protection screening appropriate to the post. Since this role involves 'regulated activity' with children, the successful applicant will be required to complete a Disclosure and Barring Service (DBS) disclosure application. Employment will be conditional upon the School being satisfied with the result of the Enhanced DBS check and the outcome of all the other checks.

The School will also carry out a check of the Children's Barred List on the successful applicant. Applicants should be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

This role is also exempt from the [Rehabilitation of Offenders Act 1974](#) and the School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS [filtering](#) rules) in order to assess their suitability to work with children.

Please read our [safer recruitment policy](#) & [recruitment of applicants with a criminal record policy](#) before completing your [application](#). Please also be aware of our [Safeguarding / Child Protection Policy](#).

More Information

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on HR@wealdgs.org. We look forward to hearing from you.