

<b>Post Title:</b>	Head of Maths (600 teaching hours annually)
<b>Place of Work:</b>	This role is based across our Dartford and Gravesend campuses, although there may be a requirement to travel to other College sites as required.
<b>Hours of Work:</b>	37 hours per week (Monday to Friday) / 52 weeks per annum
<b>Salary:</b>	£42,000 per annum
<b>Accountable to:</b>	Assistant Principal – English, Maths & Support
<b>Responsible for:</b>	Subject-area Lecturers and subject-based Learning Support staff



### Summary:

To provide professional leadership to the College Maths strategy across the College, allowing for sustainable progress to be made within Maths GCSE and FS results and ensuring that whole College targets set for this area are effectively met. To ensure that all staff deliver high quality teaching and learning and use qualitative and quantitative methods to ensure that all students achieve their potential in Maths.

### Duties, Responsibilities and Accountabilities:

#### Leadership & Management

- To co-ordinate and lead the implementation of the Maths programmes of study and schemes of work to enable high quality teaching and learning for GCSE.
- Work collaboratively with all staff in these areas to maximise performance and coach improvement in teaching, learning or the use of data to monitor progress.
- Promote the ethos of NKC.
- Produce a monthly progress report to the AP, informing them of the progress being made.
- Take responsibility for ensuring the quality of provision in the College's Functional Skills programme.
- Line management of subject area lecturers and subject based LSAs on a daily basis, including responsibility for appraisal and performance management.
- Take positive action to address the underperformance of staff.
- Maintain up-to-date curriculum knowledge.
- Chair meetings and ensure that all team members contribute to the agenda and act on agenda items that have been agreed.
- Visible role, seen in the area and across the College.
- Lead all department staff in the analysis of data.
- Introduce, implement and monitor online resources to enhance learner knowledge and understanding of Maths 24/7.
- Be prepared to host training for colleagues to improve teaching and learning effectiveness and raise achievement of literacy across the College.
- Contribute to any whole College CPD that may be calendared in the year.

#### Teaching & Learning

- To monitor, support and develop teaching and learning to ensure that lessons taught are good and better.
- Develop team teaching capabilities and a variety of techniques for the different learning spaces.
- To ensure consistent approaches and high standards are used for *Assessment of Learning*, and innovative student methods are used for *Assessment for Learning* during learning time.
- Ensure teachers are using ICT effectively to engage students within lessons and as forms of extension activities.

- Ensure differentiation and extension activities are routinely part of everyday practice.
- Coach and mentor staff to develop their pedagogical skills and knowledge.
- Keep up-to-date with curriculum developments and share good practice across the Maths staff.
- Positive action to address promptly the underperformance of staff and support the Senior Leadership Team in raising the quality of teaching.
- Undertake regular Learning Walks within Maths to ensure consistency across the subject.
- Ensure own standard of teaching is consistently judged to be 'good' or better.
- To ensure every child receives the appropriate curriculum within a framework of personalised learning and equal opportunities.
- Implement a programme of class observations, monitoring and work sampling within Maths to ensure high quality Teaching and Learning.
- Have a strong working knowledge and application of Level Descriptors within the subject and ensure students and staff are able to articulate these levels and the steps on how to progress.

### **Monitoring**

- Monitor the SAR Action Plan and evaluate the strategies once implemented.
- Provide written reports to our AP, DP, SLT, Governing Body or other senior representatives to show evidence of success and progress in your subject area and in terms of Maths mapped together for students.
- To ensure systems are in place to monitor the progress of staff, and students taking their GCSE resit, and to identify from this ways to improve teaching, learning and attainment.
- Ensure accurate reporting of student progress to parents and students.
- Have clear strategies in place to address areas of weakness.
- Be responsible for implementing, monitoring and evaluating strands within the College Quality Improvement Plan.
- Monitor, interpret and act upon data analysis to raise standards and the performance of every group/individual student within the re-sit groups.
- Set strategies, direction, SMART Targets, monitor progress and performance.
- Ensure target student data is published to all staff in a method that is accessible for and by all staff.

### **Administration**

- Responsibility for ensuring relevant College self-review documentation is kept updated as per the annual schedule.
- Ensure that the Moodle area of our VLE is highly resourced for College and home activities.
- Deploy support staff within Maths to maximise potential benefit to students.
- In liaison with the Learning Support Co-ordinator, ensure that LSAs have appropriate timetables.

*Undertake such duties and/or hours of work as may reasonably be required, commensurate with this post and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.*

**All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Consistently delivers good or outstanding lessons.
6. Inspires, motivates and challenges students to achieve outstanding outcomes.
7. Leads by example.
8. Results focussed.
9. Manages resources, performance and risk.
10. Champions effective change.

These behaviours will form part of the criteria within the Appraisal process.

<b>PERSON SPECIFICATION</b>			
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b> <i>(Application, Task, Interview)</i>
<b>(1) Qualifications:</b>	√	√	
Teaching Qualification or proof of exemption by being in continuous employment as a lecturer from before 1 <sup>st</sup> September 2001	√		Application / Interview
A Degree or proven substantial vocational experience in the related field of expertise	√		Application / Interview
A Management qualification		√	Application / Interview
A postgraduate qualification		√	Application / Interview
<b>(2) Knowledge to include:</b>			
Clear understanding of the 16 to 19 funding: Maths and English condition of funding		√	Application / Interview
Understanding of all relevant FE funding methodologies or willingness to demonstrate how these skills will be achieved		√	Application / Interview
<b>(3) Experience to include:</b>			
A sound overall understanding of the programme area and an in-depth knowledge of at least part of the area	√		Application/ Interview
An ability to identify and implement improvements in existing systems and practice	√		Application/ Interview
Proven experience of effective budget control and management		√	Application/ Interview
Proven experience of motivating and supporting staff		√	Application/ Interview
Proven experience of Curriculum planning and development		√	Application / Interview
Good or outstanding Teaching and Learning observation grades	√		Application / Interview

<b>(4) Skills and Attributes to include:</b>			
A commitment to establish effective partnerships and good relations between students, parents, staff and professional bodies	√		Application / Task / Interview
A commitment to promote and lead on whole College developments and work as a member of the Management Team to deliver results	√		Application / Task / Interview
An ability to apply an entrepreneurial and innovative approach to new initiatives in curriculum	√		Application / Task / Interview
An ability to work under pressure and meet tight deadlines	√		Application / Task / Interview
An ability to interpret and use Key Performance Indicators in order to identify issues and bring about positive change	√		Application / Task / Interview
A commitment to driving up standards of Teaching and Learning across the College	√		Application / Task / Interview
Can actively lead on and demonstrate commitment to the values, vision and mission of the College	√		Application / Task / Interview
A willingness and ability to work flexibly	√		Application / Task / Interview

**General:**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_