



JOB DESCRIPTION: HEAD OF MATHEMATICS

Hours: Full Time
Salary: The salary will be commensurate with experience
Reporting to: Headteacher via the Deputy Headteacher

THE SCHOOL

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others.

We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

THE ROLE

At Bishop Challoner, we recognise the importance of a rich and varied curriculum in allowing our pupils to thrive and succeed. We are seeking to appoint a well-qualified Head of Mathematics. The person appointed will be expected to contribute to and play a positive part in the life of the School.

JOB PURPOSE AND ACCOUNTABILITY

Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy.

To report regularly to the Deputy Head regarding issues in the department and oversee the work of all members of the department.

CORE RESPONSIBILITIES

In addition to the general and specific areas of responsibility of a subject teacher/form tutor, the Head of Department is expected to assume the following responsibilities.

Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Headteacher;
- Prepare, monitor and update handbooks such as departmental handbook and annual departmental development plans in consultation with colleagues, including analysis of examination results;
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

Leadership and management of others

- Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained;
- Effective communication with members of staff through chairing departmental meetings and recording and implementing actions;
- Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
- Empower members of the department to develop their leadership potential to ensure continuous improvement within the department;
- Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.

Monitoring, assessment and reporting

- Assess, record and report on the development, progress and attainment of pupils;
- To promote, develop and monitor the mathematics teaching and learning strategies in the classroom;
- To use baseline and performance data to analyse and review standards of teaching and learning;
- To monitor the setting, marking and moderation of internal examinations;
- To liaise with Preparatory School colleagues to ensure curriculum progression;
- Participate in arrangements, for preparing pupils for internal and external examinations, assessing them for the purposes of such examinations and recording and reporting such assessments.

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school;
- To identify, support and provide suitable strategies for pupils with specific learning needs and challenge for the more able;

- To ensure that the subject specifications and related schemes of work are prepared and regularly revised across the department including differentiated approaches as appropriate in meeting the full range of pupil needs;
- To develop and ensure that the implementation of mathematics in teaching and learning across the curriculum is effective in meeting the needs of all pupils;
- Have thorough and up-to date knowledge and take account of wider curriculum developments relevant to your work;
- Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained and to ensure good practice is shared throughout the department;
- Keep up- to date with knowledge and developments in subject area and education and take account of wider curriculum developments relevant to your work;
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as trips and visits to enhance the learning of mathematics.

Extra-Curricular activities

- Actively promote interest in the subject outside the immediate timetable and organise and accompany trips and visits.

Marketing and links with the wider community

- Actively promote the department within the school community to encourage pupils' interest in the subject area;
- Contribute to the positive promotion and marketing of the school in the local and wider community, through Outreach and Partnership opportunities.

Resource management

- Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources;
- Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process;
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

Wider professional effectiveness

- Set personal targets and take responsibility for own continuous professional development and use the outcomes to improve your teaching and pupils' learning;
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

General Requirements and Responsibilities

- To promote and uphold the Catholic ethos of the school;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed;
- Work towards and support the school vision and SLT in creating a culture for learning, high standards of achievement and success;
- Contribute to the school's programme of extra-curricular activities;

- Support and contribute to the school's responsibility for the welfare and safeguarding of pupils;
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process, attend meetings and staff training;
- To promote and develop a positive ethos towards assembly and to assist the school with planning visiting speakers to the school where appropriate;
- Undertake other reasonable duties related to the job purpose required from time to time.

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the post holder.