

Job Description

Head of Mathematics

Post Held	Head of Mathematics
Tasks	<p>Operational Tasks</p> <ul style="list-style-type: none"> • Writing, reviewing and circulating departmental documents and policies • To ensure the department mini SEF is kept up to date by identifying areas for improvement and progress towards meeting both department and whole school targets. • Management and deployment of the department budget and finances • Management and collation of 'normal ways of working' for SEND students for the purpose of supporting access arrangements • Oversee and support preparations for Open evenings and student information evenings managing accurate and high-quality resources. • Management and provision of cover during staff absence • QA promotion of CIEAG in department and lessons • Management and allocation of student setting • Management and allocation of timetable for teaching and non-teaching staff and rooming • Management of TLRs responsible for transition • To meet regularly with all TLRs and coach • To create departmental calendars • To liaise effectively with parents and deal swiftly with any concerns • Plan, produce agenda and chair effective department meetings and briefings • To attend HOD meetings and other middle leader meetings as requested by DIP. • Management and deployment of HTLA <p>Tracking and Monitoring</p> <ul style="list-style-type: none"> • Liaise with leadership team and TLRs with regard to tracking pupil progress and attainment at all key stages and across all relevant curricula and all appropriate sub groups of students • QA of accuracy and completion of parental reporting for all students at all levels • Attendance of KS3/KS4/KS5 operational group meetings <p>Teaching and Learning</p> <ul style="list-style-type: none"> • QA and implement QADIs/marking and feedback/planning/learning walks/observations/homework etc in line with whole school policies • Develop and review SOWs and long-term maps regularly to ensure they respond to pupil progress and attainment

	<ul style="list-style-type: none"> • Creation of assessment calendars and materials/resources including those for end of unit tests, end of year exams, mock exams and any other assessment as required • QA marking and feedback of internal assessments, including the deployment of PLCs where appropriate <p>Behaviour Management</p> <ul style="list-style-type: none"> • Reviewing and monitoring TLR's management of student behaviour, offering guidance and additional support for repeated behaviours, including implementing department report structure • Monitoring of behaviour tracking from SIMs to identify patterns over time in order to offer support or training <p>Whole School</p> <ul style="list-style-type: none"> • To take an active role in the professional development of colleagues. (inc. HTLA) • Identify training needs in response to QADI feedback and other observations/requests, ensuring that all staff receive training required • To deliver training relevant to whole school improvement plan for department • Support and training of student teachers and ECTs or those mentoring student teachers and ECTs • Support peer mentoring/student programs as relevant
Reporting to	Head of Maths and Computing Faculty