

Job Description for Head of Mathematics

Responsible to: Assistant Headteacher

Based at: Wingfield Academy

Paid on: L6 – L10

OVERALL PURPOSE OF THE POST

We are seeking an exceptional Head of Maths to add leadership capacity to an already thriving and highly successful Mathematics team, working closely alongside the Assistant Headteacher for Maths. The successful candidate will join one of the highest performing secondary schools in the area.

Our pupils currently achieve the best combined Grade 5+ English and Maths outcomes in Rotherham, and the school has ranked first in Rotherham in three of the last four years. Our two most recent progress scores were the highest in Rotherham and within the top 5% nationally. This is an exciting opportunity to join a high-performing team, build on considerable existing strengths and play a key role in taking Mathematics to the next level.

The Head of Maths will provide visible, frontline leadership across the subject, working in partnership with the Assistant Headteacher for Maths to sustain exceptional standards of teaching, learning, curriculum and pupil achievement. The postholder will contribute significantly to the continued success of Mathematics and to the wider strategic priorities of the Academy.

The successful candidate will be an excellent classroom practitioner and an ambitious subject leader who sets high expectations for themselves, colleagues and students. They will develop the expertise of others, identify and share excellent practice, and provide appropriate challenge and support to ensure that every pupil benefits from consistently high-quality mathematics teaching.

MAIN DUTIES AND RESPONSIBILITIES

Leadership of Mathematics

- Work closely with the Assistant Headteacher for Maths to provide strong, visible and effective leadership of Mathematics, building on the considerable existing strengths of the team.
- Sustain a culture of high expectations, excellent teaching and learning and exceptional achievement within Mathematics, aligned with the Academy and Trust's mission and values.
- To ensure systems are in place to ensure high quality teaching and learning from all faculty members of staff that result in good and outstanding outcomes for students.

- To be accountable for leading, managing and developing the Mathematics curriculum, in collaboration with the Assistant Headteacher.
- Lead, manage and develop colleagues to ensure consistently high-quality teaching, a strong curriculum and excellent outcomes for all pupils, regardless of starting point or background.
- Be accountable for pupil progress and achievement within Mathematics, using evidence and performance information to identify priorities and drive further improvement.
- Use of strategic leadership skills to ensure colleagues understand and consistently deliver the Academy's expectations for teaching, curriculum, assessment, progress and professional practice, while developing and sharing expertise across the team.

Quality Assurance

- Champion consistently excellent teaching and learning within Mathematics, including through the quality of the postholder's own classroom practice.
- Work alongside the Assistant Headteacher for Maths to ensure that robust systems are in place to evaluate and continually improve the quality of teaching and learning.
- Monitor and evaluate the quality of Mathematics provision in line with Academy and Trust quality-assurance procedures.
- Use lesson visits, work scrutiny, student voice, assessment information and other appropriate evidence to identify strengths and priorities for development.
- Identify, celebrate and disseminate highly effective practice within Mathematics and, where appropriate, across the wider Academy.
- Provide effective coaching, challenge and support where practice does not meet the high expectations of the Academy.
- Contribute to Academy and Trust quality-assurance processes and the ongoing evaluation of the quality of education.
- Support the consistent implementation and further development of the Academy's teaching and learning model.
- To challenge any underperformance within Mathematics, whilst disseminating and promoting areas of best practice.

Curriculum Development

- Work alongside the Assistant Headteacher for Maths to ensure that the Mathematics curriculum is ambitious, coherent, well sequenced and designed to enable all pupils to achieve highly.
- Keep abreast of national developments in Mathematics, curriculum, pedagogy, assessment and qualifications, using these intelligently to inform practice.
- Lead and support the development of schemes of learning, curriculum resources, assessment approaches and teaching strategies.
- Evaluate the effectiveness and impact of the Mathematics curriculum and make evidence-informed improvements where appropriate.
- Ensure that curriculum implementation is consistent across classes and year groups while enabling teachers to exercise appropriate professional expertise.

Developing and Leading Staff

- Promote a strong culture of teamwork, professional learning and collective responsibility for pupil achievement.
- To work with and develop any staff who require improvement, implementing HR policies where appropriate.
- To undertake examination reviews with colleagues in the Autumn term prior to reviewing departmental examination performance with senior leaders.
- To undertake appraisals and examination reviews for Mathematics, taking effective action where evidence suggests underperformance at departmental or individual teacher level.

Strategic and Operational Planning

- Following direction from the Assistant Headteacher of Mathematics, to lead the development of appropriate specifications/syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within Mathematics.
- To develop and direct staff within the faculty, delegating tasks where appropriate in relation to Mathematics.
- Contribute to improvement planning, self-evaluation and strategic decision-making relating to Mathematics. Ensure all plans have coherence with the objectives and plans of the Academy/Trust.
- Ensure that safeguarding, health and safety, PREVENT and other statutory responsibilities are fully understood and implemented within the team.

Management Information

- Make highly effective use of assessment and performance information to understand achievement at pupil, class, cohort and subject level.
- Maintain a relentless focus on the achievement of all groups of pupils, ensuring that differences in progress or attainment are identified and addressed.

Teaching

- To consistently promote outstanding teaching and learning within the faculty, including your personal classes.
- Direct and lead staff in achieving outstanding levels of teaching and learning.

Other

- You will be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager or the Headteacher.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Academy/Trust, and only after consultation with you.

Person Specification for Head of Mathematics

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	- Proven experience and evidence of successful teaching - An outstanding practitioner. - Use of systems for monitoring student progress. - Experience in teaching the subject. - Proven track record of student outcomes above national averages. - Experience of subject/ whole school leadership.	Experience of teaching across the ability and age range.
Education and Training	- Qualified Teacher Status (QTS). - Degree or equivalent in subject or related subject. Evidence of continuous professional development and the ability to reflect on teaching practice and personal performance.	Evidence of further and continuing professional development.
Personal Skills and Qualities	- Thorough knowledge of National Curriculum Requirements in the subject. - An ability to teach up to and including GCSE level. Knowledge of systems for monitoring student progress. - A philosophy centred upon the individual learner's value, potential, aspirations and needs. An ability to encourage, inspire and motivate learners and demonstrate high standards and expectations of self and learners. - A passion for Mathematics and for teaching and learning. - Can work collaboratively and supportively with other staff. - Skills of communication, organisation and accuracy. - Ability to work flexibly and respond positively to change. - Strong commitment to student welfare, achievement and support.	

Teaching and Learning	• A willingness to use a range of teaching and learning techniques which engage and support learners. • Appreciation of the benefits of e-learning and ICT inside and outside of learning. • Openness to developments in approaches to teaching and learning. • Knowledge of how assessment and data support learning. • An understanding of how students learn. • Providing an effective environment through classroom management.	
Additional Factors	• Commitment to the principles of comprehensive education. • Commitment to high standards of behaviour. Commitment to continuous improvement and willingness to learn from experience and practice in this Academy and elsewhere. • Commitment to equal opportunities and safeguarding the welfare of students. • Commitment to hard work and going the 'extra mile'.	• A willingness to offer an extracurricular activity for students.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.