



Outcomes  
First Group

## JOB DESCRIPTION

**JOB TITLE:** Head of Maths Department (All Key Stages)

### Key Result Areas

- Plan, implement, review and develop the Maths curriculum to ensure provision is responsive to individual learning needs, reflects national standards. Ensure a balanced curricular approach that will encourage and reward participation in learning through achievement and progression.
- Develop and organise teaching and other support staff to ensure the effective delivery of the Maths curriculum. Promote and ensure pupil support and the achievement of high professional and teaching standards.
- Ensure the continuous improvement of learning in Maths and support provision based on an annual planning cycle with clear objectives and targets and a quality improvement plan based on self-evaluation and external benchmarks.

### Responsibilities

1. Support the Deputy Head to formulate, implement and evaluate strategic improvement, operational and development plans that will enable the Maths department to provide education and care suitable for the needs of all pupils and ensure the progressive improvement of the school.
2. In conjunction with the Deputy Head, implement and evaluate the Maths timetable, curriculum and support programme that will ensure all pupils are able to progress and achieve through learning and that the school sets and achieves clear outcomes for academic learning.
3. Oversee management of Maths curriculum delivery and day to day management of the Maths department.
4. Lead, co-ordinate and motivate Maths staff to set and meet high standards of learning, professional development and behaviour and encourage their positive contribution to the school and its ethos.
5. Ensure moderation across the subject with all teaching staff to ensure high standards of marking, assessment and progression within the Maths department
6. Implement the Performance Management system that will ensure staff are aware of their responsibilities and commitments and are provided with support and development to meet their goals.

### Duties and Accountabilities

1. To perform, in accordance with any directions which may reasonably be given by the Head of School from time to time, such particular duties as may reasonably be assigned.
2. Plan, prepare and deliver courses and lessons including the setting and marking of work; based on the individual needs of pupils, subject requirements and accrediting body regulations to ensure all pupils are able to participate in and achieve through learning.
3. Set attainment targets and prepare pupils for public examination and other Awards including the assessment and recording of achievements, submission of work and supporting evidence and supervision during examinations.

4. Assess, record, monitor and report on the personal development, progress and attainment of pupils to support the accurate reporting of achievement and assist the school in record keeping and performance monitoring.
5. Assist and advise on the development of courses and programmes relevant to area of subject expertise including briefing of colleagues, teaching methods, materials and study aids and assessment arrangements.
6. Develop and maintain a stimulating learning environment in class and in other areas of the school by means of displays and suitable classroom layouts and by organising and participating in educational visits and experiences outside the school.
7. Display levels of personal behaviour, which will provide an appropriate model for the pupils and ensure the effective management of pupil behaviour by the use of de-escalation strategies and physical restraint techniques in accordance with school guidelines.
8. Support the general progress and well-being of individual pupils and of assigned class or group of pupils and provide guidance and advice to pupils on educational and social matters as well as their further education and future careers including information about sources of more expert advice on specific questions.
9. Supervise school meals and break times as required to monitor and manage behaviour, ensure the health and safety of pupils and provide opportunities for constructive play and recreational activities.
10. Communicate, meet and consult with parents, carers and other bodies concerned with the health and welfare of pupils to ensure they are informed of progress and appropriately involved in case reviews and any matters of concern. Provide or contribute to oral and written assessments, reports, reviews and references relating to individual pupils and groups of pupils as necessary.
11. Participate in meetings which relate to the curriculum or the administration or the organisation of the school including arrangements for care and support, taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
12. Undertake administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the school and the ordering and allocation of equipment and materials
13. Attend and assist in assemblies, register the attendance of pupils and supervise pupils as required before during or after school sessions or to provide cover in the event of staff absences.
14. Participate in the school Performance Management System that encourages all staff to contribute positively to their professional and personal development through setting and meeting improvement targets, participating in training and development activity and supporting the overall aims of the school.

## **Person Specification**

The individual is expected to demonstrate competence in the following areas.

### **Essential**

- Able to plan, organise and deliver learning and associated activity to meet accreditation requirements.
- Able to stimulate and engage learners through the use of techniques, methods and activities, which engage, interest and motivate them to learn and achieve.
- Provide differentiated resources to engage all pupils of varying lessons within a class.
- Sound understanding and knowledge of a range of assessment techniques and approaches and the ability to apply such knowledge to support the learning process.
- Sound knowledge and understanding of their area of subject expertise and able to develop curricula, programmes and lessons to develop this knowledge in others to specified levels.
- Sound knowledge and understanding of the regulatory and statutory framework and curriculum requirements applicable to an independent special education school.
- Awareness and understanding of the statutory framework governing the provision of special education and support for those with additional and special needs.
- Able to lead teaching staff effectively who deliver the Maths curriculum, offering support and guidance throughout each topic.
- Empathy and understanding of the needs of those with emotional and behavioural difficulties and an ability to manage and control challenging behaviour through de-escalation and restraint techniques.
- Able to manage, organise and analyse data and information to meet regulatory and accreditation requirements.
- Current driving licence.
- Educated to degree level and able to demonstrate competence in teaching based on experience and/ or certification.

### **Desirable**

- Experience of working with SEN.
- Knowledge of key and core skills tuition

### **Personal Characteristics**

- Must satisfy DBS and DfES checks and demonstrate there are no impediments to employment as a teacher of vulnerable young people
- Well-developed communication and inter-personal skills – able to adapt style and approach to the needs of different audiences
- Committed to personal and professional development
- Honest, trustworthy and reliable
- Resilient, able to work under pressure and meet deadlines
- Flexible approach – willing to contribute to the work of the overall school community including support for sports and extra-curricular activity
- Interested in young people and their effective development
- Able to work as part of a team and be self-reliant