

**JOB DESCRIPTION**

**HEAD OF MATHS**

**Reporting to: The Academic Assistant Head April 2024**

**Key Responsibilities:**

* To work closely with all Heads of Department and the Academic Assistant Head.
* To demonstrate excellent practice in terms of teaching and learning and to model Maths teaching across the school.
* To take steps to ensure that best practice and current thinking in Maths teaching, including feedback and assessment, is shared through appropriate CPD/INSET and through departmental meetings.
* To engage with and ensure relevant research, published material and resources are used to best effect in the classroom.
* To facilitate and support subject working parties as needed.
* To timetable and chair regular departmental meetings.
* Be responsible for, and oversee, the development of the Maths curriculum across the whole school, including schemes of work, resources, policies, long term planning and development planning for the department.
* To use the subject development plan to ensure continuity and future growth and development in the subject.
* Work with and support other colleagues in the school team, through team teaching, lesson observations and departmental meetings.
* To lead the subject throughout the school including short term planning, use of resources and how effective feedback is given.
* Review and update policy documents as required and ensure any regulatory requirements from ISI are met.
* To work alongside the Head of Assessment to ensure that pupil attainment in mathematics is tracked and responded to appropriately and in line with school policy.
* Have an overview of the delivery of Curriculum Evenings and other Maths events as required to parents, governors, teachers, and inspectors. Offer help and advice for these events where required.
* Manage the Maths budget and ensure resources are fit for purpose and are maintained.
* Report directly to the Senior Leadership Team and Governors on current and future initiatives, developments and expenditure.
* Attend all relevant meetings, INSET and lead any extracurricular activities, field trips, residential trips, clubs etc as required.
* Undertake any other duties that the Line Manager/ the Head may reasonably require.

*The post holder must promote the welfare of children and comply with the Bute house safeguarding (child protection) policy.*