



## **GOSFORTH EAST MIDDLE SCHOOL**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	Head of Maths
<b>PAYSCALE:</b>	Main / Upper Payscale with TLR Payment Level 2A
<b>RESPONSIBLE TO:</b>	Key Stage Leader, Deputy Headteacher, Headteacher
<b>RESPONSIBLE FOR:</b>	Teaching and Learning in Maths
<b>JOB PURPOSE:</b>	To be accountable for learner achievement within Maths by effectively leading teaching and learning, developing and line managing a team of staff.

#### **MAIN RESPONSIBILITIES:**

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### **LEAD TEACHING AND LEARNING RESPONSIBILITIES:**

1. Lead learning within Maths by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
2. Lead, develop and enhance the teaching practice of others through monitoring / evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
3. Lead, manage and develop the Maths curriculum to provide programmes / activities that motivate, inspire and improve student attainment and achievement.
4. Line manage a team of staff including the effective appraisal and development of its members in order that the team's objectives are achieved.
5. Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
6. The production and implementation of schemes of work, policies, subject aims and objectives.
7. Manage the subject budget ensuring appropriate resources are available for staff and pupils.



8. Liaise with Key Stage leaders and other subject co-ordinators within the school and other departments / schools in the pyramid.
9. Ensure due regard is paid to health and safety issues.

#### **GENERIC RESPONSIBILITIES:**

10. Create and manage a learning environment and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential.
11. Contribute to the monitoring and development of all pupils within your care, to ensure suitable opportunities are provided for learner aspirations to be met.
12. Plan effectively in the short, medium and long term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
13. Apply a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
14. Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.
15. Demonstrate ongoing development and application of teaching expertise and subject, specialism and / or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
16. Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
17. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
18. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
19. Contribute to the wider life of the school community.

#### **SPECIFIC RESPONSIBILITIES:**

20. Lead and oversee the work in Maths across the curriculum.

*Date: April 2015*