



## Job Description

### Role: Head of Mathematics

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*This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Trust ('the College') is an equal opportunities employer.*

<b>Location:</b>	Senior School
<b>Accountable to:</b>	The Head of Mathematics is directly responsible to and supervised by the Head of STEM faculty. However, the Head of Mathematics may also receive instructions from the Senior Leadership Team, including the Head, who is in overall charge of the College on a day-to-day basis.
<b>Responsible for:</b>	Management & delivery of Mathematics & Further Mathematics across the Senior School.

#### Overall Purpose of the Job

The Head of Mathematics' primary purpose is leading the department in the delivery of Mathematics and Further Mathematics within the College, and to work as part of a team to help achieve the overall aims of the College.

#### Main Duties and Responsibilities

- Being responsible for maintaining teaching and learning standards-in the department including supporting staff during lessons when appropriate.
- Developing and maintaining effective methods of communication with the Senior Leadership Team through the line manager, other staff, pupils, parents and governors.
- Creating an effective team by promoting collective approaches to problem-solving and curricular/departmental and cross-curricular developments through development planning and resources.
- Chairing and producing agendas and minutes for effective department meetings, informing relevant members of staff about discussions and decisions.
- Implementing school assessment and target setting policies and monitoring and evaluating achievement and attainment of individual pupils and students in Mathematics.
- Contributing to the production and maintenance of the departmental handbook, including schemes of work and programmes of study.
- Preparing work for absent departmental colleagues who have been unable to do so.
- Attending Heads of Department, Faculty, and whole school staff meetings and training sessions.
- Managing departmental stock, resources and finances effectively and efficiently.
- Overseeing and monitoring public examination entries and in conjunction with the Examinations Officer.

- Liaising with Marketing and Admissions over Mathematics Department news, stories, developments and correspondence.
- Assisting in enhancing the professional development and aspirations of colleagues.
- Keeping up-to-date with developments and new ideas related to the subject.
- Planning and leading educational visits

### **Teaching Duties**

- Planning courses, preparation of lessons, setting homework and marking pupils' work.
- Informally assessing and reporting (to the Head of Faculty, Assistant Head, Academic and to staff meetings) pupils' academic development, progress and attitude.
- Making formal assessments, setting and marking examination papers, and writing reports as required.
- Taking responsibility for the welfare and safety of pupils.
- Promoting the general well-being of pupils, being aware of each pupil's Individual Needs as appropriate and communicating with the Form Tutor, Head of Year, and Head of Boarding as appropriate.
- Maintaining discipline and high standards of courtesy and appearance among pupils at all times and co-operating in this with all other members of staff.
- Taking care to see that the teaching room is a safe, well-ordered and stimulating environment for learning.
- Participating in staff meetings, departmental, and faculty meetings.
- Contributing to the running of the department.
- Covering, as required, for absent colleagues.
- Periodically reviewing teaching methods, maintaining knowledge of the subject and expertise up to date, participating in arrangements for further training and professional development.

### **Non-teaching Duties**

- Arriving in school in time to read any messages or notices before assembly.
- Attending assembly.
- Attending parents' evenings.
- Actively supporting school events as far as possible.
- Taking part in a morning break and lunch-time patrol rota.
- Performing any specific duties, including those of a Form Tutor, as requested by the Head. These are arranged as equitably as possible, taking into account interests, abilities and other responsibilities. All teaching staff take on the role of form tutor.
- Making a regular contribution to the programme of extra-curricular activities.

<b>Other Duties</b>
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You will be required to ensure the full support of the STEM Faculty and all extra-curricular programmes within the Faculty and throughout the College where appropriate.

<b>General</b>
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The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of students in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

<b>Training and Work Equipment</b>
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The College will provide training or pay reasonable training costs where the need arises.

**Person Specification**  
**Role: Head of Mathematics**

Essential	Desirable
<b>Education:</b> <ul style="list-style-type: none"><li>• Good Honours Degree</li></ul>	<b>Education:</b> <ul style="list-style-type: none"><li>• Qualified Teacher Status</li></ul>

<b>Skills:</b> <ul style="list-style-type: none"> <li>• Ability to use data to identify strengths and address under-achievement</li> <li>• Good analytical and strategic thinking skills</li> <li>• Excellent interpersonal skills</li> <li>• Use of innovative approaches to the development of teaching and learning</li> <li>• Leadership skills</li> <li>• Ability to work under pressure</li> <li>• A willingness to experiment with IT and new technologies to enhance learning and teaching</li> </ul>	<b>Skills:</b> <ul style="list-style-type: none"> <li>• Able to simplify complex issues and develop innovative solutions</li> <li>• Experience in working with 1:1 pupil devices</li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Setting high standards for others and ensuring goals are achieved</li> <li>• Strong teaching ability, backed up by good and outstanding ratings</li> <li>• A proven track record of measurable impact as an individual teacher and at departmental level</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of contributing to the efficient and effective development of staff and resources and managing a departmental budget.</li> <li>• Experience of contributing to development planning and to the process of continuous review and evaluation</li> <li>• Experience of leading a department or having responsibility within a department.</li> </ul>
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of current developments in teaching, learning and the curriculum.</li> </ul>	<b>Knowledge:</b>
<b>Other:</b> <ul style="list-style-type: none"> <li>• A strong moral purpose and drive for improvement</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Good sense of humour</li> <li>• A desire to develop yourself and those around you as individuals</li> <li>• Excellent record of attendance</li> <li>• Support for the Christian ethos of the College</li> </ul>	<b>Other:</b>