



Colchester Royal Grammar School

Post Title:	Head of Mathematics
School:	Colchester Royal Grammar School
<p>The leadership role of Head of Department is central to the success of the School. Areas of responsibility relate to the Department and to contributions towards the general ethos and the development of the School as a whole.</p> <ul style="list-style-type: none"> • To work as the leader of the Maths Department. • To be a role model of good practice for staff and students. • To carry out all other reasonable tasks as requested by the Headmaster. 	
Purpose:	Provide strategic vision, leadership and management in all areas within the Maths Department and implement effective procedures, and seek opportunities to develop sustainably, the provision of an outstanding education.
Responsible to:	Assistant Head
Responsible for:	Head of Sixth Form Maths, Deputy Head of Mathematics and Teachers of Maths
Scope:	Classroom teacher Subject Co-ordination Strategic Leadership of the whole school curriculum
Salary/Grade:	MPS/UPS and TLR 1B
<p>MAIN (CORE) DUTIES</p> <p>Knowledge and Understanding of the Subject and its Curriculum</p> <ul style="list-style-type: none"> • A clear understanding of leadership and how to lead a team. • A thorough understanding of the curriculum and how it should be sequenced so that students know more, remember more and therefore are able to do more. • An understanding of the pedagogy that allows that students to know and remember more. • Has an excellent knowledge of effective and appropriate teaching and learning within the Department. • Understands the statutory aspects of education and how they apply in the Department – SEN Code of Practice, equal opportunities, health and safety etc. <p>Planning and Expectations</p> <ul style="list-style-type: none"> • Sets clear and high expectations with all staff within their team, in relation to student achievement, student targets and progress, behaviour management and team working and is able to strike the right balance between accountability and support. • Works with other staff to ensure the effective implementation of EHCPs and other specific plans for students. 	



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- Sets and works towards challenging targets at Department, group and individual student levels.
- Ensures all plans and expectations are consistently implemented by all staff within the Department.
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment.
- To be accountable for the strategic leadership and management of a curriculum area, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.

Curriculum, Teaching and Learning and Assessment

- Analyses and interprets data, as well as research, to inform policy and practice resulting in more effective teaching, learning and achievement.
- Has a clear policy for assessment, both in terms of formative and the use of summative assessment. Uses this to understand the journey through the curriculum that students have and are taking and how teaching needs to adapt (responsive teaching) to address any gaps in knowledge and understanding before moving ahead.
- Has in place good systems for transition, to ensure that all teachers take note of prior attainment in their lessons as well as the curriculum journey that these students have been on and are going on to – at KS2-3, KS3-4 and KS4-5.
- To be accountable for securing the highest standards of student achievement across a curriculum area, monitoring and evaluation of student achievement and setting targets for improvement
- To lead, develop and enhance the teaching practice of others in a curriculum area by evaluating, supporting, guiding and target setting

Student Achievement and Progress

- Ensures that progress is measured through the curriculum and is monitored accordingly throughout different year groups.
- Uses responsive teaching and assessment to inform them about where students are on the curriculum journey and that any data used is to ensure that gaps in knowledge are closed.
- Uses student performance data to inform the Department about how well the curriculum is being taught and retained.
- Use assessment to influence curriculum design.

Parents and Wider Community Engagement

- Works in partnership with parents, having in place an informative process of communication with them.
- Reports to parents in line with the School's policy.
- Develops links with others in the community and thus supports the personal development of students.



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- Ensures professional links with primary schools, other local secondary schools and Universities are created and maintained to aid transition and progression for all students.

Professional Development – Own and that of others

- Prioritises and manages time effectively: between teaching, Department leadership and whole School priorities.
- Sets and achieves challenging goals for their Department and executes these by leading and managing effectively.
- Takes full responsibility for their own CPD.
- Builds constructive relationships with other staff in their team and creates a culture of achievement and success within the team.
- Assists all staff in having purposeful relationships with students.
- Is a role model for staff.
- Giving guidance, support and encouragement to staff and leading in-service development sessions.
- Team Leader for Performance Management or Line management of Mathematics team.

Management of Resources

- Is able to plan ahead strategically to improve the Department (its curriculum offer and its personnel) and budget for these resources through effective development planning.
- Is responsible for the effective deployment of staff and resources within the Department.
- Ensures accommodation is safe and encourages learning.
- Is responsible for health and safety issues within the area.

Leadership

- Has a clear understanding of emotional intelligence, is aware of their own emotions when leading and is able to remain calm under pressure.
- Develops own leadership qualities and undertakes appropriate CPD to enhance leadership within the Department.
- Encourages distributed leadership within the team by appropriate delegation of tasks to others.
- Establishes clear roles within the team and actively supports and monitors these to impact on classroom practice across the Department.
- Ensures all reports for SLT and Governors are on informative and on time.
- Develops, monitors, reviews, evaluates effectiveness of and reports on policy, action plans and practice.