

**Haydon Bridge High School
Leader of Maths
Job Description**

Aims, Purpose and Ethos:-

Leaders are responsible for leading and managing all aspects of the teaching and assessment in their departments within the aims of the school and in line with statutory requirements.

Leaders will improve standards of achievement, and thus develop the quality of education offered to students at Haydon Bridge High School.

Leaders will share and support the work of the Senior Leadership Team and those colleagues in other leadership roles. This includes the day to day running of the school in accordance with published procedures in the staff handbook and adopted school policies. All share in the management of student behaviour and development and so promote the ethos of the school.

Responsible to:- Assistant Headteacher or delegated member of the Senior Leadership Team.

Responsible for:- All staff allocated to the Maths department.

Principal responsibilities

- Raise standards of student achievement within the Maths department
- Develop, enhance and monitor the quality of teaching within the Maths department
- Ensure the provision of an appropriately broad, balanced and differentiated curriculum within the Maths department
- Lead and drive priorities from the school development plan within the Maths department
- Ensure excellent standards of behaviour within the Maths department
- Lead and manage all staff within the Maths department and be accountable for curriculum leadership

Key Tasks

Student Achievement

- Lead curriculum development and innovations for the Maths department
- Lead the development of appropriate programmes of study and policies throughout the Maths department
- Encourage students' motivation and enthusiasm in Maths, including in extra-curricular activities, using the school's agreed procedures for providing praise to students

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- Liaise with the Senior Leadership Team and examinations staff to select appropriate means of accreditation with the relevant examination and validating bodies
- Ensure that appropriate records of student achievement are maintained and that student progress in Maths is being effectively tracked
- Analyse student and subject performance within the Maths department at key data entry points against annual targets
- Identify development priorities, plan and implement strategies within the Maths department to raise standards of achievement
- Ensure that literacy and numeracy strategies are applied in Maths lessons in line with school policy
- Ensure that a strong programme of extra-curricular activities in Maths takes place

Teaching and Learning

- Teach a timetable as directed by the headteacher
- Lead the Maths department through effective teaching, professional vision and knowledge
- Promote effective and improving teaching and learning within the Maths department through continuous discussion, continuous professional development, lesson observations and feedback to staff
- Ensure that feedback from lesson observations, work scrutiny and assessment data is appropriately reflected in teachers' planning and assessment
- Liaise with other curriculum leaders on cross-curricular projects
- Liaise with the SENDCO over the needs of students with special needs
- Organise the arrangement of classes within the school's agreed policies

Leadership and Management

- Provide quality leadership for the Maths department
- Implement School Policies and Procedures
- Undertake appraisals and performance management for all staff in the Maths department
- Co-ordinate CPD needs within the Maths department
- Ensure that all courses in the Maths department have detailed schemes of work
- Lead Maths departmental meetings
- Lead self evaluation within the Maths department to contribute to overall school self evaluation
- Evaluate, develop, prioritise and plan appropriate targets and strategies for action
- Assist in the appointment of new staff to the Maths department
- Deploy the departmental team in the most effective way
- Manage the allocated budget for the Maths department

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- Be responsible for the upkeep of rooms and corridor areas within the Maths department so that they provide a stimulating learning environment
- Support the role of the Senior Leadership Team and the Interim Executive Board
- Attend appropriate leadership meetings within school
- Develop, sustain and improve partnership links for the Maths department

Behaviour and Safety

- Work with the pastoral leaders to implement the behaviour management system within the Maths department, consistent with school policies
- Ensure that safeguarding requirements are stringently applied.

General Whole School Duties and Responsibilities

- Liaise closely with the Senior Leadership Team and school administration over the diary and calendar
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- Contribute to PHSE and other cross-curricular activities according to school policy.

This job description outlines the key tasks and responsibilities required. It is not exhaustive and may change or alter as necessary. The post holder will be consulted on any additional changes in advance. School specific tasks are in addition to the generic tasks as laid down in the School Teachers' Pay and Conditions document.