

## Looe Community Academy - Job Description

Name	
Post title	<b>Head of Maths</b>
Post number	
Date of next review	On appointment
Purpose	<ul style="list-style-type: none"> <li>To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims and ethos of the Academy and the curricular policies determined by the Local Governing Committee, Headteacher and the Trust Board.</li> <li>To act as a Curriculum Lead and be responsible for leading and developing this area.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To monitor and support the overall progress, development and wellbeing of students as a manager within the curriculum area, as a middle leader and as a form tutor.</li> <li>To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential.</li> <li>To contribute to raising standards of student attainment.</li> <li>To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
Reporting to	Senior Leadership Team (linked SLT member)
Responsible for	The provision of a full learning experience and pastoral support for students
Liaising with	Trustees, CEO, Headteacher, SLT, teaching and support staff across the MAT, students, external agencies and parents/carers
Working time	
Salary/grade	
Disclosure level	Enhanced
<b>1. Main (core) duties</b>	
Operational/ strategic planning	<ul style="list-style-type: none"> <li>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the designated curriculum areas.</li> <li>Day-to-day management, control and operation of the department.</li> <li>To assist in monitoring and following up student progress.</li> <li>To assist in the implementation of Academy policies and procedures.</li> <li>To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the Academy.</li> <li>To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the Academy and SMART.</li> <li>To support the relevant manager in the application of ICT in the curriculum area.</li> </ul>
Curriculum provision	<ul style="list-style-type: none"> <li>To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the Academy's strategic objectives.</li> </ul>
Curriculum development	<ul style="list-style-type: none"> <li>To support curriculum development within the Academy with particular emphasis on the allocated curriculum areas.</li> <li>To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To maintain accreditation with the relevant examination and validating bodies.</li> </ul>

Staffing, staff development and recruitment	<ul style="list-style-type: none"> <li>• To work with the linked SLT member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To contribute to the Academy's performance management and appraisal process and to act as reviewer for a group of staff within the subject or department.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To ensure the effective and efficient deployment of classroom support.</li> <li>• To participate in the Academy's ITT or other teacher development programmes.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> </ul>
Quality assurance	<ul style="list-style-type: none"> <li>• To implement Academy quality procedures and to ensure adherence to and effective operation of those within the department.</li> <li>• To assist in the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To help to establish common, high standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum and subject areas.</li> <li>• To contribute to the Academy procedures for lesson observation.</li> <li>• To participate in the monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required within the relevant curriculum or subject area.</li> </ul>
Management information and use of data	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information for the relevant curriculum area on the management information system and registers.</li> <li>• To assist in the use of analysis and evaluation of performance data.</li> <li>• To help to produce reports within the quality assurance cycle.</li> <li>• To assist in the production of reports on examination performance, including the use of value-added and progress data.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> <li>• To identify exam entries within the department.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• To help ensure that all members of the department /curriculum area are familiar with its aims and objectives.</li> <li>• To ensure effective communication/ as appropriate with the parents/carers of students.</li> <li>• To liaise with MAT and partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> <li>• To follow agreed policies for communications within the Academy.</li> </ul>
Marketing and liaison	<ul style="list-style-type: none"> <li>• To contribute to the Academy liaison and marketing activities, including the collection of material for press releases.</li> <li>• To contribute to the development of effective subject links with MAT and partner schools and the community, attendance where necessary at liaison events in MAT and partner schools and the effective promotion of subjects at open days/evenings and other events in MAT and partner schools and in the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
Management of resources	<ul style="list-style-type: none"> <li>• To identify department's resource needs, to manage the department's budget and finance processes and to contribute to the efficient and effective use of physical and electronic resources.</li> <li>• To co-operate with other departments to ensure the sharing and effective usage of resources to the benefit of the Academy, department and students.</li> </ul>

Pastoral system	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the curriculum area.</li> <li>• To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as form tutor and carry out the duties associated with the role.</li> <li>• To promote the general progress and well-being of individual students and of the tutor group as a whole.</li> <li>• To liaise with the year group Head of Year to ensure the implementation of the Academy's pastoral system.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</li> <li>• To evaluate and monitor the progress and wellbeing of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of action plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHCE, citizenship and enterprise according to the Academy's policy and requirements.</li> <li>• To lead on the implementation of the behaviour management system in the department so that effective learning can take place.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>• To meet and exceed all aspects of Teacher Standards.</li> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and Academy ethos is reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.</li> <li>• To mark, grade and give written, verbal and diagnostic feedback as required.</li> </ul>
<b>2. Other duties</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the Academy in meeting its legal requirements for worship.</li> <li>• To promote actively the Academy's corporate policies.</li> <li>• To continue personal development as agreed.</li> </ul>	

- To comply with the Academy's Health, Safety and Wellbeing policy and undertake risk assessments as appropriate.
- To uphold the Academy's code of conduct.
- To contribute to extra-curricular clubs and activities.
- To undertake any other duty as specified by STPCB (School Teachers Pay and Conditions Board) not mentioned in the above.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees may be required to work for the Academy or Multi Academy Trust away from the main Academy site to achieve Academy or Multi Academy Trust aims and objectives.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **3. Specific roles and responsibilities**

All of the above are common to all Heads of Department and should only be changed in consultation with SLT. Please record here anything that is specific to the post or person, such as whole school responsibilities.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job that are commensurate with the salary and job role.

Date reviewed: 22 March 2023