

Head of Maths and Statistics

Information about the Department

The department will comprise of four teachers, including the Head of Department. It is a successful department

The department teaches Maths at KS3 and KS4, and Statistics at KS4. All students take Maths GCSE and most pupils take Statistics GCSE.

Responsibilities

The Head of Maths and Statistics is responsible specifically for the leadership and development of Maths throughout the Senior School, ensuring that each pupil is positively encouraged to develop his or her potential to the full.

The Head of Maths and Statistics will be expected to work closely with colleagues in the department and across other curriculum areas.

- Planning, implementing and reviewing the Maths and Statistics curriculum;
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept;
- Overseeing the development and training of staff in the department and supervision of departmental staff;
- Leading regular departmental meetings, minuted to the Deputy Head
- Representing the department within the school in matters relating to the curriculum and management;
- Liaising with other departments in the school
- Liaising with senior staff in matters concerned with discipline and matters relating to the timetable;
- Implementing the ongoing development of the subject area;
- To organise trips and activities to enhance the teaching and learning of Maths within the Senior school;
- Liaising with the SENCO to provide appropriate support for SEN pupils;
- Providing academic support outside of lessons, such as revision classes;
- Overseeing the departmental budget;
- Managing the provision of textbooks and resources;
- Ensuring that departmental classrooms present a stimulating environment;
- Being available to provide advice and guidance on Examination Results Days;
- Implementing all school policies;
- To be available as a tutor to an assigned tutor group.
- To carry out a share of supervisory duties in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties;
- To attend whole School events e.g. Open Days, Prize Giving etc;

- To provide cover and examination assistance as required;
- All staff are required to contribute to the School's Extra-Curricular and Co-Curricular programmes

Person specification

We are looking for a person who:

- is suitably qualified for the responsibilities of the post;
- has good interpersonal and communication skills with pupils and colleagues;
- has good listening skills and respect for all pupils;
- has the ability to form relationships and to motivate pupils;
- has the ability to generate enthusiasm for the work of the department;
- can demonstrate high standards in the necessary professional competencies required of teachers:
 - subject knowledge and application;
 - classroom management;
 - assessment, recording and reporting students' progress;
 - teaching effectively throughout age and ability range;
- has confidence to contribute their own ideas and initiatives to the philosophy of the School;
- is willing to be involved in the wider activities of the School;
- has a commitment to personal and professional development.