



## Head of Maths – Job Description

### Specific Duties and Responsibilities:

Responsibility to be taken for the teaching of Maths throughout the school in liaison with the Headmaster, Deputy Head Academic and Senior Leadership Team.

### **This will include but is not limited to:**

- Liaising with the SLT and other senior leaders in formulating and implementing the relevant policies of West Hill Park.
- Being familiar with the requirements of the National Curriculum, Key stage Tests, PSB, entry procedures to senior schools including Scholarships.
- Ensuring that, in liaison with colleagues, there are published schemes of work for each year group from Year 1 to Year 8. These schemes should be accessible, working documents indicating clearly to all interested parties the work that the children are expected to complete. They should display continuity and avoid unnecessary repetition.
- Ensuring that the relevant schemes of work are implemented throughout the school.
- Paying special attention to the induction of new staff to the department. Regular meetings should aim to ensure that all departmental and school procedures are known and followed.
- Managing the departmental budget.
- Researching and providing of appropriate teaching resources for each age group within the department.
- Calling of regular departmental meetings, the setting of agendas and the recording of minutes. All agenda and minutes should be circulated to respective members of SLT as well as members of the department.
- Ensuring, through liaison with the Learning Support department that all pupils receive the support that they require to reach their potential in Maths and related subjects.
- Scrutinizing planning, exercise books and implementing other necessary strategies to ensure the execution of departmental policy and quality of teaching within the department.
- Producing and implementing the annual department action plan.
- Setting a good example in terms of dress, punctuality and attendance.
- Raising the profile of the Maths department and celebrating successes amongst pupils, parents and the wider community.
- Form membership of a relevant duty team.

### Clerical Duties and Responsibilities:

- Ensuring that all Maths department timetables, school lists and registers are accurate.
- Ensuring that the Financial Manager has all the relevant information for billing purposes.
- Carrying out reasonable requests that may from time to time be made by the Head or Governors.