



# CROFTON ACADEMY JOB DESCRIPTION

**Job Title: Head/Coordinator of Maths Department**

**Grade: MPS/UPS**

**Reporting to: Deputy Headteacher/Headteacher**

**Location: Crofton Academy**

## **Key Outcomes/Activities:**

### **Job Purpose**

To raise attainment in maths across Key Stage 3 and 4, by:

- Leading, managing, developing and inspiring the maths department, evaluating and monitoring teaching to ensure consistent performance by all.
- To monitor, track and review student progress in maths reporting to Leadership Group and as required to Governors.
- Developing in consultation a range of stimulating relevant courses and resources appropriate to the needs of Crofton students.
- Evaluating the effectiveness of courses and initiatives and to oversee the provision and evaluation of assessment procedures to optimise student achievement.
- Leading by delivering consistently outstanding teaching to ensure learning enables all students to make progress and achieve high standards.
- Carrying out the professional duties of a qualified teacher in line with the school's expectations and the teachers professional standards at all times.
- Deliver consistently outstanding teaching to facilitate and encourage a learning experience that enables all students to make progress and achieve high standards and leads by example.
- To contribute ideas and initiatives that support the department's ongoing improvement at both Key Stage 3 and Key Stage 4, in line with the school's priorities.
- To support ideas with strategies and engage with other department members to encourage and enable all to teach consistently good lessons as a minimum.
- Carry out the professional duties of a qualified teacher in line with the school's expectations and the teachers professional standards at all times.

## Teaching and Learning

- To ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.
- To use teaching methods which keep students engaged, including a variety of teaching and learning styles, stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- To ensure clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught, using appropriate differentiation skills.
- To implement and deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students and to support the maths department as appropriate.
- To provide opportunities to develop students' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- To set appropriate and demanding expectations and targets for students' learning and motivation, building on prior attainment.
- To remain updated with regards the SEN register seeking specialist advice to ensure appropriate differentiation and personalised support for students with special or additional needs.
- To remain updated with specialised subject knowledge to be able to cope confidently with student's subject related questions.
- To apply the behaviour management systems so that effective learning can take place.

## Leadership and Management

- To be accountable for student progress and standards of attainment at KS3 and KS4.
- To continue to develop work on methods of assessment for learning making a whole school contribution in this fundamental area.
- To ensure that accurate records of each student's attainment and progress are maintained by all.
- To ensure the effective setting and marking of internal examinations, assessments, students' progress reports in line with deadlines consistently across the department.
- To lead and line manage the Teaching staff in the maths department.
- To ensure the team covers the syllabus and schemes of work in line with the School requirements, instigating the development of new methods of teaching, course enrichment, cross curricular links, literacy, numeracy and ICT innovation.
- To ensure teachers planning folders are regularly assessed, their lessons observed, ensuring homework is regularly set and effectively marked with feedback to parents in line with the school's policy.
- To raise immediately and feedback directly to staff regarding any performance concerns, taking advice from the Leadership Group as required.
- To promote reflection and collaboration as methods of improving learning within the department and across School.
- To have oversight of ITT students on placement within the maths department, ensuring effective communication, support and encouragement from the mentor and maths team.
- To oversee the performance management process within the department, with responsibility for the allocation of appraisers.
- To ensure teaching and support staff are effectively deployed within the department at all times.
- To lead and develop extracurricular maths related activities in consultation with the team.
- To drive forward new and established maths initiatives in liaison with relevant staff.
- To ensure the smooth running of public examinations entries in liaison with the Examinations Officer.
- To facilitate, lead and take action as appropriate from department meetings.
- To be responsible for the annual budget for the department, ensuring appropriate and cost effective resources are secured in a timely manner and in keeping with best value.

- To participate in the recruitment and selection process as vacancies arise.
- To ensure homework is regularly set and effectively marked with feedback to parents in line with the school's policy.
- To keep abreast of national developments and assessment within maths and ensure these are distributed/implemented across the maths department.

### **Safeguarding Young People**

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- To be responsible for the care and guidance for students within your mentoring form and also to ensure your classroom is a safe environment for students to learn.

### **Monitoring, Evaluation and Data Analysis**

- To meet regularly with members of the Leadership Group for standards review meetings, ensuring preparation and delivery of relevant information.
- To maintain an accurate record of students' progress, homework and assessments.
- To assess how well learning objectives have been achieved and use this assessment for future teaching.
- To mark and monitor students' class and homework within a reasonable time frame, providing constructive oral and written feedback, setting targets for students' progress to ensure that students know their current level/grade of achievement and know what they have to do to raise their level of achievement.
- To collate and analyse key stage student data to inform intervention strategies and appropriate action plans for students.

### **Attendance and Behaviour**

- To set high expectations for students' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the school's Behaviour policy to ensure all students are treated fairly.
- To set work for students absent from school for health or disciplinary reasons.
- To seek and provide advice as required from colleagues regarding support or intervention when behaviour or attendance concerns arise.
- To record student attendance in a timely manner.
- To play a pivotal role in rewarding student achievement and positive behaviour.

### **Relationship with Parents/Carers, Colleagues and the Wider Community**

- To lead on delivering and maintaining positive relationships with parents and carers, calling parents/carers as deemed necessary regarding student progress or if there are health and welfare concerns.
- To liaise with the Headteacher should written correspondence to parents be required.
- To attend Parents' Evenings to keep parents informed of progress, coaching colleagues who may need support in building positive relationships with parents.
- To prepare accurate reports to parents/carers regularly.
- To establish effective working relationships with colleagues and other professionals.
- To lead on liaising with agencies responsible for students' welfare.

## **Manage Own Performance and Development**

- To take responsibility for your own professional development, keeping up to date with research and developments in pedagogy and in the subjects taught.
- To set a good example to students in terms of presentation and personal conduct.
- To constantly evaluate your own teaching critically and use this to improve effectiveness.
- To engage actively in the performance management and review process.

## **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the academy with courtesy and consideration.
- Be aware and comply with all academy policies at all times.
- To be a Group Tutor and teach PSHCE as required.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>REQUIREMENTS FOR THE POST</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Degree in a relevant subject</li> <li>▪ QTS/PGCE ideally as a maths Teacher</li> <li>▪ Qualified Teacher status.</li> <li>▪ Full Child Protection Training.</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid Training.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Proven success of developing colleagues in order to raise standards.</li> <li>▪ Prior experience of responsibility within a department.</li> <li>▪ A record of consistently teaching lessons that are 'good or better'.</li> <li>▪ Ability to motivate and inspire pupils.</li> <li>▪ Proven success of consistent and effective teaching and learning in maths within a secondary school.</li> <li>▪ Experience of line managing colleagues successfully in meeting their CPD requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proven success of effective teaching and learning in a second subject.</li> <li>▪ Experience of leading a team or who school project where impact on results and improvements can be demonstrated.</li> </ul>
<b>Knowledge and Statutory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of effective teaching and learning strategies to support students.</li> <li>▪ Up to date knowledge of math's curriculum.</li> <li>▪ Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.</li> <li>▪ Ability to create innovative resources and new learning opportunities.</li> <li>▪ Ability to evaluate and improve the teaching practice of self and others.</li> <li>▪ ICT skills appropriate for teaching and learning</li> <li>▪ Consistently good/outstanding classroom management.</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Passionate about maths as a subject area.</li> <li>▪ Leads by example with high professional standards.</li> <li>▪ Evidence of excellent organisational, communication and time management skills with the ability to prioritise own workload.</li> <li>▪ Flexibility.</li> <li>▪ Innovative approach to teaching and learning.</li> <li>▪ An effective communicator and motivator of pupils.</li> <li>▪ Passionate about inclusive practice and equality of opportunity.</li> <li>▪ Ability to use data effectively to track student progress.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willingness to take part in extracurricular activities</li> </ul>

**Responsibilities for Resources:**

**Line Management Responsibilities:** The post involves direct line management responsibilities for 6-10 individuals.

**Financial Responsibilities:** The post involves some direct responsibility for financial resources.

**Physical Resources:** The post involves some direct responsibility for physical resources.

**Responsibility for People:** This post has responsibility for teachers within the maths department.

**Responsibility for Policy Development:** The jobholder has some responsibility for policy development. All staff are expected to be involved in policy consultation/creation on a whole school basis.

**Responsibility for Student Outcomes:** The jobholder will support students and teachers on a daily basis, leading encouragement for students to reach their full potential in maths and across a range of other subjects taught at the academy.

**Working Conditions:** The jobholder will work within the maths department on a daily basis.

**Main Contacts:** Senior Leadership Team, students, teachers, and other schools/academies within the local area.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** March 2019

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**