



JOB DESCRIPTION:

HEAD OF DEPARTMENT Mathematics

Responsibilities delegated by: Vice Principal

General Responsibilities

1. to understand and implement the School's aims and objectives, acknowledging the ethos of a specialist music school which is also a boarding school.
2. to assume, alongside all other staff, corporate responsibility for the safety, readiness to learn and respectful behaviour of students at all times whilst on School premises and on official out-of-school activities.
3. to undertake such duties, administrative tasks and responsibilities as may reasonably be directed by the Principal or Vice Principal.

Main Duties

1. to lead a team responsible for the teaching of Mathematics.
2. to teach (see Head of Department Supplement) on a full timetable of approximately 18 contact hours per week
3. Head of Maths is also responsible for overseeing the teaching of ICT. This includes being a member of the ESafety committee, updating Schemes of Work and keeping abreast of current trends with ICT in the curriculum.
4. to produce and review a departmental handbook, including aims, objectives and methodology which are subject-based but reflect the School's ethos.
5. to hold your colleagues to account through appraisal, quality assurance, lesson observations. To put in support measures as appropriate to ensure that all members of staff teach to the highest possible standard.
6. to challenge ineffective practice and to motivate your team to ensure that all students make excellent progress at GCSE and A- Level and mathematics at further A Level.
7. to devise and review, with support from your departmental staff, schemes of work.
8. to plan, prepare and deliver lessons which follow agreed schemes of work.
9. to set prep according to the agreed prep timetable, to mark work regularly, to keep records up-to-date and to provide relevant feedback to students.
10. to assess and report on students' work and progress according to the School's formal and informal reporting procedures.
11. to fulfil, where relevant, external requirements for the preparation of students for public examinations eg moderation of coursework, assessment and recording of work, oral/aural testing of students supervision of examinations.
12. to manage the setting of internal examinations, and contribute to their supervision and marking.

13. to maintain subject expertise and keep subject awareness up-to-date, through whatever means are appropriate, such as continuing professional development. Sharing learning with your department and with the wider School.
14. to participate in the School's scheme of teacher monitoring, including the appraisal of departmental staff through the Professional Review system.
15. to participate in School INSET and the following meetings:-
 - Academic Heads of Department meetings
 - Departmental meetings (as leader)
 - Staff meetings
 - Teachers' meetings
 - Parent-Teacher meetings
16. to liaise with the Academic Manager & Vice Principal about timetabling and staffing.
17. to maintain high standards of student behaviour and good order in the classroom and around School, and to fully support the School Behaviour system built on restoration and improvement.
18. to maintain high personal and professional standards, both inside and outside the classroom, and promote these standards within your department.
19. to produce departmental reviews and reports for the Vice Principal.
20. to provide lesson cover for absent colleagues, as required by the Academic Manager.
21. to undertake school supervisory duty, approximately two or three times a term.
22. to attend School Assemblies each week and when they occur.
23. to attend school events such as Open Days, major concerts, Christmas concert and Founder's Day, and to be prepared to supervise students at these and other events, as circumstances necessitate.
24. to act as a personal tutor to a small, designated number of students, carrying out the related duties specified in the description of the rôle of the personal tutor.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name: _____

Employee's Signature: _____

ACADEMIC- HEAD OF DEPT PERSON SPECIFICATIONS

Person Specification (Qualifications, skills, knowledge and experience)		Essential/ Desirable
Qualifications	Degree in Specialist Subject & Teaching qualification with QTS	Essential
	undertaken recent relevant CPD in either Management, Leadership or Teaching and Learning	Desirable
Experience	Able to teach Year 7 up to A- Level Mathematics and Further Mathematics	Essential
	Proven track record of outstanding results in GCSE and A level	Desirable
	Of working with children and young people	Essential
	General health appropriate to the duties of the post	Essential
	Of working in Secondary schools	Essential
Knowledge, skills and abilities	up-to-date current curriculum issues and ability to lead department in Continuous Professional Development	Essential
	Excellent communication skills and empathy with young people	Essential
	Good organisational and administrative skills	Essential
	Excellent interpersonal skills, experience of Leadership	Essential
	High standard of English language, as well as good written and verbal communications skills	Essential
	Knowledge of planning and development schemes for your specialist area of teaching	Essential
	Ability to promote a general sense of social & ethical awareness and tolerance	Essential
	the ability to never give up on a student seeking solutions and support	Essential
	Experience of budget control	Essential
	Experience of resource ordering	Essential
Attitude and disposition	Ability to support others, working as part of a team	Essential
	Flexible with regards to set teaching hours during working week	Essential
	Motivated by both Student achievements as you are by numbers	Essential
	Professional conduct and manner befitting to the position	Essential
	Positive and optimistic disposition, with ability to cope in challenging situations.	Essential
	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential

Other circumstances	Suitability to work with children	Essential
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