



## St John Bosco College

### Job Profile: Head of Maths

**Purpose:** To serve the mission of St John Bosco College by providing high quality subject leadership in Maths. To raise standards particularly with regards student achievement; to develop and implement high-quality schemes of work and subject resources to enable excellent teaching to take place in Maths and to provide pastoral care and spiritual growth opportunities to all students.

**Salary:** Main Scale or Upper Pay Spine plus **TLR 1a**

**Responsible to:** The relevant member of the Leadership Team

#### Person Specification:

- Commitment to supporting the distinctive nature of a Catholic school and the educational principles of St John Bosco
- Good Honours Degree
- Qualified Teacher status and evidence of excellent teaching
- Recent and relevant professional development
- Willingness to further develop professional skills
- Ability to formulate, articulate and deliver a clear vision for the further development of the department
- Ability to enthuse, inspire and develop staff and students under the school's ethos
- Ability to challenge, motivate and empower staff and students and to raise standards
- Experience in recognising and meeting the needs of staff and students
- Evidence of leading initiatives effectively and successfully within school
- Ability to manage resources efficiently
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Commitment to excellence and the ability to lead by example in terms of teaching and learning
- Comprehensive understanding of data and how it can inform practice and enhance learning
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Ability to be an effective Form Tutor
- Commitment to supporting and promoting the extra-curricular life of the school
- Boundless enthusiasm and a positive outlook with the capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and a commitment to ongoing career development
- Commitment to ensuring that all pupils at St John Bosco College achieve their best

#### Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document and those detailed in the job profile for "Subject Leader Maths", the Subject Leader for Maths will be expected to:

#### Operational & Strategic Planning

- Maintain subject documentation that supports relevant whole school policies
- Regularly review provision in Maths to ensure that the curriculum is fit for purpose

- Work with the appropriate line manager, formulate aims, objectives and strategic plans for Maths provision across the school
- Lead Maths initiatives across the curriculum; evaluate their effectiveness and ensure that cross - departmental systems are in place to promote each student's enjoyment of Maths

### **Professional Development**

- Keep up-to-date with local and national developments and thinking in Maths pedagogy
- Establish contacts within key organisations for the development of Maths
- Where appropriate participate in relevant professional networks for the development of Maths
- Share best practice for raising standards in Maths with colleagues and provide support and training for colleagues where appropriate

### **Curriculum Provision & Development**

- Monitor and respond to curriculum developments and initiatives at local and national levels
- Ensure that assessment in Maths is effective and is carried out in line with school policy
- Ensure that daily classroom practice addresses the individual needs of the students

### **Support and Monitoring**

- Ensure professional accountability for students' progress and attainment Maths
- Foster good relationships and liaison with parents, carers and others involved in supporting students' learning
- Maintain accurate and up-to-date information concerning students' progress and achievement in Maths and arrange interventions to raise standards where necessary
- Provide Senior Leadership and Governors with relevant information relating to the provision for and progress of students in Maths

### **Standards**

- Monitor and evaluate the quality of learning and teaching and standards of attainment and performance
- Report regularly to your line manager on standards in Maths
- Ensure a positive climate for learning and uphold set expectations in Maths
- Use data analysis to track student performance in Maths across different groups
- Lead the planning of schemes of work to maximise the learning opportunities of students of all abilities
- Meet the needs of students, including the management of behaviour and its impact on learning
- Conduct lesson observations as a means of sharing best practice and coaching
- Identify training needs of staff in the department

### **Resources**

- Manage the accommodation to ensure the environment is conducive to learning
- Monitor resources and maintain the curriculum budget for Maths
- Ensure that curriculum resources are used effectively in Maths

### **Performance Management**

- Line-manage members of the departmental team and monitor performance
- Set challenging objectives; ensure developments reflect school, departmental and individual needs and aspirations
- Use comparative data to identify individual teacher performance
- Ensure up-to-date knowledge in terms of teaching pedagogy and subject knowledge for staff in the department
- Ensure all statutory requirements are met
- Demonstrate a clear commitment to your own and others' professional development