



GRAYS CONVENT HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: Head of Mathematics and Numeracy Co-ordinator

GRADE: TLR 1B

JOB PURPOSE

- To take responsibility for leading, managing and developing the teaching and learning of Mathematics in the school, including any intervention.
- To take responsibility for leading, managing and developing the teaching and learning of financial literacy and numeracy, in the school, including any intervention and delivery in Rise Above Days and the PSHEC programme.
- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and pupils to follow this example.
- The Head of Mathematics will assist the Headteacher in managing the school or such part of it as may be determined by the Headteacher and carry out other duties as may be requested from time to time by the Headteacher. He/she will also perform duties as defined in the School Teachers Pay and Conditions Document.

PRINCIPALTASKS

(i) General

- To actively promote the School's Equal Opportunities Policy and observe the standards of conduct which prevent discrimination taking place.
- To fully comply with the Health & Safety at Work Act 1974 etc. the School's Health & Safety Policy and all locally agreed safe methods of work.
- To be committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment.

(ii) Impact on educational progress beyond own pupil groups

- To oversee and ensure regular review and monitoring of pupils' learning, academic standards and written and practical work.
- To oversee and ensure assessment of pupils' work.
- To make effective use with departmental staff of national and local assessment data and other information to support and enhance pupils' learning and progress.
- To oversee and ensure effective preparation of pupils for public examinations.
- To oversee and monitor internal and external tests/exams.

- To take account of the needs of pupils on the special needs register and maintain effective links with the SENCO.
- To take account of the needs of other groups of pupils such as those with English as an additional language (EAL).
- To promote and organise educational visits and necessary Careers Education, Information, Advice and Guidance, related to the delivery and development of Mathematics
- To liaise with parents as part of the monitoring of pupils' learning and educational progress.
- To regularly review subject sets/teaching groups.
- To monitor the work of departmental staff especially with regard to lesson planning and classroom practice.

(iii) Leading, developing and enhancing the teaching of others

- To contribute to discussions leading to the formulation of school policy. To work closely with the Headteacher and Governors to ensure that school policy is understood and implemented by departmental staff and pupils.
- To promote the whole school pastoral ethos of entitlement and inclusion in line with the School's Mission Statement.
- To be responsible for carrying out processes of self-evaluation and action planning to assist in school improvement. This will involve monitoring standards and performance in teaching and learning and the curriculum. He/she will ensure that there is an appropriate allocation of support and professional development where it is needed.

(iv) Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum

- To promote and develop the stated aims of the Mathematics Department.
- To lead the work of the members of the Mathematics Department and to ensure that staff are following agreed departmental policies.
- To ensure the implementation in the Mathematics Department curriculum of cross curricular and whole school programmes - such as Careers Education, Information, Advice and Guidance, related to the delivery and development of Mathematics
- To encourage the display and celebration of pupils' work in the school.
- To hold regular departmental meetings ensuring that minutes are kept with a copy to the Headteacher, and attend RAP meetings.
- To attend external meetings as required, including local subject liaison meetings.
- To make effective use of departmental budget and existing resources.
- To regularly review and evaluate new resource materials and developments in the teaching and learning of Mathematics
- To ensure that a systematic programme of audit checks are carried out and reported to the Headteacher such as regularly re-evaluating the syllabus, the schemes of work and work of the department and ensuring a detailed annual stocksheets.

(v) Line Management and Leadership of Staff

- To ensure that monitoring of teaching and learning takes place and that action follows from the conclusions drawn.
- To make an effective and fair allocation of teaching staff.
- To assist with and monitor the induction year of Early Career Teachers in the department.
- To participate in staff appointments.

- To manage the welfare, appraisal, training and professional development of staff in the department.
- To provide disciplinary support for staff.
- To liaise with outside agencies relevant to the post and pupil need.
- To complete reports to Governors where requested.
- To participate and lead in Performance Management and contribute to the identification of own team development needs.

(v) Responsibilities particular to the post

- Liaison with the school's Senior Leadership Team.
- Creation, monitoring and evaluation of development plans for Mathematics and monitoring of progress towards targets.
- Contribution to the School Improvement Plan with a target for Mathematics
- Organisation of whole school numeracy and Mathematics intervention
- Representation of the school at events nationally, regionally, locally and within school.
- Overseeing and co-ordinating the use of external agents in the delivery of Mathematics.
- Willingness to develop a programme of extra curricular activities related to the specialism across all curriculum areas.
- To act as the School's Numeracy Co-ordinator

To Whom Responsible

HEADTEACHER

Performance Management Leader

HEADTEACHER

Date

SEPTEMBER 2024