

Job Description: Head of Maths

Responsible To:	Senior Deputy Head (Academic)
Direct Reports:	
Job Location:	Caldicott School, Farnham Royal
Date of Job Description:	July 2021

JOB CONTEXT AND PURPOSE

Caldicott is one of the country's most prestigious Independent Boarding and Day Preparatory School for Boys. We are a flourishing school with around 250 boys from 7 to 13 years old, with all boys weekly boarding in the final two years. We deliver a first-class education, sporting provision and a rich variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

The Head of Maths leads and supports a dynamic, professional department to deliver an effective curriculum, keeping up to date with developments in Maths education and maintaining a detailed knowledge of best practice in education. S/he collaborates closely with the Senior Deputy Head (Academic) and all other Department Heads to ensure Maths teaching is delivered to the highest standards and integrates effectively with other subjects.

Caldicott is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

CORE AREAS OF RESPONSIBILITY

The following core areas of responsibility are not exhaustive and will be subject to development and adaptation in accordance with the changing and developing needs of the school.

A. Leadership and development of Maths across the whole school:

- Lead and inspire Maths teaching across the School
- Ensure that the delivery of Maths is exciting and stimulating and inspires boys learning
- Promote a strong and cohesive Maths department and to devise and execute an inspiring development plan (updated annually) in accordance with strategic priorities
- Offer guidance, advice and support to teachers in the department, oversee the induction of new staff
- Review, maintain and develop appropriate schemes of work for the department, be aware of developments in Maths education and maintain a detailed knowledge of best practice in education
- Take responsibility for the administration of the department
- Develop and regularly review departmental policies
- Lead, promote and monitor extra-curricular activities and events related to Maths
- Advise the Senior Deputy Head (Academic) about resources, curriculum changes and staff development
- Ensure the visual appearance of the department and classrooms are of a high standard
- Attend Head of Department meetings and collaborate with other Heads of Department
- Prepare the department for inspections
- Maintain the Department Handbook and write a yearly Development Plan which fits in to the school's strategic plan
- Ensure all departmental information is kept up to date
- Identify, guide, prepare and support Maths scholarships
- Make effective use of social media for Maths, collaborating closely with the school's Marketing and

Communications professionals.

B. Monitor and evaluate the effectiveness of teaching and learning in Maths

- Monitor the department's marking and coverage of schemes of work
- Ensure that each boy in the school is fulfilling his potential in Maths
- Ensure school expectations with regards to prep, marking and data analysis are met within the department, track the progress of pupils and meet regularly as a department
- Ensure that all members of the department fulfil the requirements of their job descriptions - provide support as needed to enable staff to progress towards targets, to inform future priorities, and be self-reflective; ensure that feedback genuinely moves learning forward
- Monitor, modify and evaluate the Schemes of Work on a regular basis
- Monitor the performance of members of the department including planning, teaching and marking
- Monitor feedback and marking, with regular work scrutiny
- Assist with and monitor short and medium term planning
- Devise appropriate forms of assessment, recording and reporting in accordance with whole school assessment policy and any statutory curriculum requirements
- Ensure continuity and progression between the year groups
- Plan, organise and evaluate the transfer of assessment information between year groups
- To form a close and productive working relationship with Department Members and cross departments

C. Management of Resources:

- To ensure that the resources are organised and available to promote a purposeful environment for learning and teaching to take place.
- To ensure the Maths timetable is highly effective and in sync with the expectations described by the Senior Deputy Head.
- To ensure the Bursary receives timely and accurate information relating to classroom resources for Maths.

D. Contribution to Academic Management and Strategic Planning:

- As Head of Department, actively contribute to the Academic Committee.
- Feedback and contribute to the Caldicott Strategic Plan where required by the Headmaster and be an ambassador of that plan with colleagues in the staffroom.
- Collaborate and implement tasks and projects required in this role by the Senior Deputy Head (Academic).

E. Teaching Duties:

- Fulfil all the normal roles of a teacher laid out in the Professional Duties documentation to which all Caldicott teachers adhere.

F. Safeguarding and Child Protection:

- To implement and adhere to best practice in safeguarding and promotion of the welfare of children and young people.
- To lead by example on good pastoral, safeguarding and child protection behaviours.

GENERAL DUTIES

- To work within all school procedures and codes of practice and undertake training as required.
- To undertake such other duties as are agreed to being in keeping with the general nature of the role.

TERMS AND CONDITIONS

All other terms and conditions are those as referred to in the letter of appointment and contract.

Signed:

Postholder

Dated:
