

## **JOB DESCRIPTION**

### **HEAD OF MATHS**

**REPORTS TO: SENIOR LEADERSHIP TEAM**

#### **MAIN PURPOSE:**

To inspire a love of maths within all pupils, developing competent numeracy skills and their ability to problem solve and apply mathematical concepts. Overseeing all departmental administration including the maths curriculum (White Rose) and scheme of work. Preparing children suitably across KS2 for all transfer tests to senior schools in Year 6.

#### **RESPONSIBILITIES:**

##### **HEAD OF DEPARTMENT ROLE:**

1. To lead and inspire maths teaching across the school, setting high expectations for standards of numeracy.
2. To ensure departmental administration (Department Handbook and Development Plan) is kept up to date and reviewed annually.
3. To create and review an engaging maths curriculum and schemes of work which blend the National Curriculum with 11+ requirements and ensures suitable progression from year to year.
4. To ensure that the maths curriculum is accessible to all pupils from those with SEND to those needing extension and scholarship preparation.
5. To lead departmental meetings and offer advice and support on the teaching of maths to all colleagues within the department.
6. To keep up to date with any developments in the teaching of maths and share these across the school, particularly with relevance to 11+ and senior school entrance examinations.
7. To oversee the departmental budget and use it to purchase appropriate resources to support the teaching of maths, including any textbook schemes.
8. To offer appropriate maths based inset to colleagues.
9. To offer enrichment activities and opportunities linked to maths.
10. To coordinate charitable benefit opportunities and links with neighbouring schools through maths focused activities and competitions.

11. To recommend suitable IT resources to support the teaching and practice of maths for teachers and pupils.
12. To promote and celebrate the subject through the school's marketing channels and information sessions to parents.
13. To offer mathematical enrichment opportunities in academic competitions such as the Primary Maths Challenge and Maths Quiz.
14. To team teach and contribute to the development of the STEAM curriculum across KS2.

**MONITORING:**

1. To monitor the teaching of maths across the age ranges ensuring that the curriculum is being appropriately implemented.
2. To ensure accurate records are kept that track the progress of children continuously through the school.
3. To utilise appropriate standardised assessments that enable children to demonstrate their mathematical ability. (Familiarity with CAT tests, Progress Tests and 11+ would be beneficial).
4. To review and update schemes of work accordingly.
5. To support staff in the setting of children (from Y4 -Y6).
6. To monitor the maths planning to ensure appropriate coverage of the programme of study.

**TEACHING:**

1. To teach inspirational maths lessons to different sets from Y4-Y6.
2. To prepare children suitably for any assessments they will face for transition to secondary schools, including scholarship preparation and support.
3. To offer booster and extension classes where required.
4. To integrate assessment effectively into teaching and learning within the subject.
5. To demonstrate a passion for maths that will enthuse pupils, parents and colleagues.
6. To provide appropriate progress reviews to parents through reports and attendance at parents' evenings.
7. To plan and mark as per the school's stated policies.
8. To set homework and independent tasks as required.

**BROADER RESPONSIBILITIES:**

1. To support the aims and ethos of the school and carry out the school's strategic plan.
2. To contribute to the school's pastoral care and show a commitment to safeguarding and pupil wellbeing.
3. To contribute to the school's co-curricular and activity programme, maybe including involvement in residential trips.

4. To act professionally and as a role model at all times in line with the Teaching Standards.
5. To treat all members of the community with fairness and respect.
6. To carry out duties as and when required.
7. To attend all meetings, inset and parents' evenings as directed.
8. To engage in the school's appraisal process and show a willingness to participate in CPD.

This is not an exhaustive list and may be reviewed and amended at the discretion of the Head and Senior Leadership Team.