



Job Title: Head of Mathematics

Halstead St Andrew's School is seeking to appoint an outstanding, passionate and inspirational Head of Maths from January or April 2024. He/she will need to demonstrate an ability not only to lead this thriving department but also to build upon its successful achievements. The position plays a key role in the school and the ideal person will have the ability to work well with other departments.

Role:

The successful candidate will be able to encourage and confidently support pupils at all levels of ability, and to inspire pupils to excel in all aspects of Maths in order to enable them to realise their potential.

Key Responsibilities

The Head of Maths is responsible for overseeing and reviewing the smooth and efficient day-to-day running of the department. In order to achieve this the Head of Maths will:

- Have responsibility for the delivery of the curriculum. This includes ensuring that the teaching and learning within the curriculum area accords with whole school policies, agreed programme of study and agreed planning documents.
- Manage and organise termly departmental meetings.
- Ensure the highest standards of the teaching and learning of Maths from Pre-Prep to Year 8, to maintain and improve the school's success at all levels.
- To teach Scholarship and Common Entrance to the required standards.
- To support and manage colleagues in their delivery of teaching and learning in Maths.
- Plan and provide a stimulating curriculum for Maths, in an invigorating and motivating learning environment to ensure appropriate continuity and progression.
- Have high expectations and ensure that all pupils are appropriately challenged, make strong progress and are enthused and inspired by their Maths lessons.
- Ensure appropriate information is given to parents about the delivery of the Maths curriculum as well as providing adequate information on the progression of individual pupils.
- Have responsibility for managing and accounting the Maths educational budget ensuring all areas of the school have adequate resources and equipment.
- Recommend appropriate INSET to the Senior Leadership Team
- Attend Heads of Department meetings.
- Organise and plan relevant school trips and visits.
- Teach a timetable of Maths from Year 5 to 8.
- Monitor the academic performance of the pupils in liaison with the Assistant Head, Academic.
- Complete assessment data, write reports & advise at Parents' Evenings, and communicate effectively with parents about their child's progress in accordance with school policies.
- Meet with parents of pupils to discuss issues of concern raised and to offer support to individual teachers in their meetings with parents as deemed appropriate.

- Promote the welfare of the children and to support the school in safeguarding children through relevant policies and procedures.
- Support the Headmaster in promoting the ethos of the school.

These are the key responsibilities as currently defined and are not listed in priority order. Post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key responsibilities may be varied.

Person Specification :

Whilst the extent and scope of this position will depend on the individual strengths of the successful candidate, particular attributes will include:

- An excellent mathematician and experienced professional educator with at least two years' experience in teaching children within the primary and/or secondary sector of education.
- An exceptional, dynamic and committed leader who will inspire high levels of confidence and be an outstanding role model for colleagues and parents.
- Highly organised and with attention to detail.
- Calmness and efficiency and the ability to work under pressure at certain times.
- A willingness to share and engage in the wider programme of extra-curricular activities including involvement within the House structure and possibly sport.
- Understanding of the nature of independent education and of the high expectations therein.
- As well as being able to demonstrate an ability to successfully deliver teaching, the successful candidate will need a proven track record of a high level of administration and inter-personal skills.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure by the Disclosure and Barring Service (DBS).