



**St Edward's**  
CHELTENHAM

## Job Description

**Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.**

<b>Post title:</b>	Head of Mathematics
<b>Hours of work:</b>	Full Time
<b>Remuneration:</b>	St Edward's operates its own Salary Scale and remuneration will be dependent on experience and skill set.
<b>Responsible to:</b>	The Headmaster
<b>Main Responsibilities:</b>	<p>This list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post:</p> <ul style="list-style-type: none"> <li>• Creating long term strategic plans to maintain success through Local and National competitions</li> <li>• Overview of all curricular activities and actively involved in all creative programmes</li> <li>• Contribute to the co-curricular life of the school</li> <li>• Strategic view over a modern creative curriculum, creating a balance of curricular and co-curricular activities</li> <li>• Oversee and be actively involved in entries for all Local and National competitions</li> <li>• Work with Scholars liaising closely with the Pastoral and Achievement Co-Ordinator</li> <li>• Oversee information of SOCS, Twitter and various media platforms</li> <li>• Keep abreast of key developments in the world of Mathematics and Computing</li> <li>• Support the Head in whole school numeracy strategies</li> </ul> <p><b>Managing Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>• Develops and implements effective systems for curriculum planning enabling the needs of learners to be met and targets to be achieved</li> <li>• Manage the development and production of an appropriate curriculum, which meets the needs of students and the St Edward's community</li> <li>• Manage the development and production of an appropriate curriculum, which ensures that the students experience a wide variety of teaching methodologies</li> <li>• Monitor and evaluate the effectiveness of learning and teaching, responding as appropriate</li> <li>• Liaise with the Prep School to ensure continuity, progression and to foster a sense of community</li> <li>• Contribute where appropriate to curricular and career guidance</li> </ul>

- Ensure that mechanisms are in place to ensure quality assurance in assessment and reporting.
- Make arrangements for recording and reporting students' progress
- Be responsive to parental enquiries and concerns
- In consultation with the Department create a timetable which manages the needs of the students, the School and individual members of staff
- Develops arrangements which promote positive relationships and celebrate success
- Promotes high expectations for achievement amongst all students and staff
- Create a positive ethos where staff and students are valued for their individual contributions and equality of opportunity is promoted
- Enrich the curricular and extra-curricular work of the Department through:
- Clubs, Competitions, Trips and visits, Conferences and special events -
- Promote the profile of the Department and the subject(s) taught
- Promote positive discipline and achievement based on rigour and care
- Work in partnership with parents to ensure that they are involved in, and aware of, their child's experiences
- Ensure that systems are in place to meet the care, welfare and protection of students within the Department

### **Managing People**

- Ensure that systems are in place to monitor, evaluate and improve the continuing professional development of individual and working groups
- Negotiate and agrees target and appropriate support for teams and individuals
- Manage auxiliary help and technicians
- Agrees success criteria for ongoing monitoring and evaluation and provides constructive feedback to teams and individuals on their performance
- Create a secure, open and positive environment in which staff review and self-evaluation is on-going
- Support student teachers, observe classroom practice and feed back to staff
- Encourage and enable staff to observe each other in the classroom.
- Review staff performance via the Trust's appraisal system
- Liaise with the Head to ensure the CPD needs of all staff are being met and delegate tasks where appropriate
- Ensure that there is a system in place to monitor and evaluate teams working on development tasks

### **Managing Policy and Planning**

- Reviews, develops and maintains structures which support a consultative approach to decision making
- Encourages discussion of and gains agreement for school values, aims, policies and plans
- Lead the Faculty by creating a clear vision
- Make an effective contribution to the work of committees within the School as appropriate
- Make an effective contribution to the work of the whole school
- Promote the Faculty and School ethos, culture, values and policies and encourage members of the department to do likewise
- Build, maintain and motivate an effective team, creating a strong sense of group cohesion
- Support all staff to enable them to meet the demands of the curriculum
- Produce a Faculty Development Plan, which reflects the needs of the students, Faculty, School and national bodies

- Use the Faculty meeting as a forum to ensure discussion and policy formulation and ensure minutes are recorded and distributed
- Develop and maintain a Faculty Handbook as a working document, which outlines the work of the Faculty
- Encourage staff to contribute to the wider life of the School
- Provide good and timely information
- Ensure that all administration relating to internal and external examinations is accurate and completed on time
- Ensure that all administration relating to awards and prize giving is accurate and completed on time
- Ensure that all administration relating to booklists and booklets is accurate and completed on time
- Ensure that all administration relating to staff absence is accurate and timeously submitted
- Disseminate information to the Faculty from various committees such as ALT or SLT
- Liaise with the Marketing and Admissions team to ensure all faculty information is up-to date.

### **Managing Resources and Finance**

- Identifies resources needed to support the implementation of school policies
- Play an active role in the selection and appointment of new staff
- Create a clean and attractive environment which is conducive to effective learning and teaching
- Identify and requisition resources to enable the Faculty to implement the School Development Plan at Faculty level
- Identify and requisition resources to support and develop effective learning and teaching
- Deploy staff to maximise their contribution to the Faculty
- Ensure that accommodation is sufficient and appropriate
- Ensure that health and safety matters are dealt with including all risk assessments
- Ensure that all resources are organised, accessible and well maintained
- Ensure that the fabric of the Faculty is properly maintained through liaison with the Site Manager and the estates staff
- Negotiate and secure agreement for budget with school staff
- Negotiate and manage the Faculty budget, exercising financial prudence and rigour.

### **Skills and Attributes Required**

- An excellent relevant degree holder with an an outstanding classroom practitioner capable of inspiring pupils with a love of learning
- An innovative, imaginative approach to teaching and learning with proven ability to relate well to and communicate effectively with students, staff and parents
- A collegiate working style with the ability both to lead the Faculty and to work as part of a team.
- Ability to prioritise effectively and to work under pressure and to tight deadlines.
- Experience of leading initiatives
- Evidence of a continuing academic interest in specialist subject
- An understanding and commitment to St Edward's aims and values

**This list is not intended to be exhaustive**

<b>Subject Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>To have a thorough and up-to-date knowledge and understanding of the subjects being taught, level descriptors and specifications for examination courses.</li> <li>To keep up to date with research and developments in pedagogy and the subject areas.</li> </ul>
<b>Professional Standards &amp; Development</b>	<ul style="list-style-type: none"> <li>To be a role model to pupils through personal presentation and professional conduct.</li> <li>To arrive in class before the start of the lesson, and to begin and end lessons on time.</li> <li>To cover for absent colleagues as is reasonable, fair and equitable.</li> <li>To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc.</li> <li>To establish effective working relationships with professional colleagues and associate staff.</li> <li>To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.</li> <li>To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.</li> <li>To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>To complete the on-line training courses as required by the school</li> <li>To provide the documentation required to carry out a DBS check.</li> <li>To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> <li>To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>have SEN;</li> <li>are gifted and talented;</li> <li>are not yet fluent in English.</li> </ul> </li> </ul> </li> <li>To uphold the school's core values.</li> </ul>

### Person Specification

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.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>An excellent relevant degree</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children preferably within an educational context.</li> <li>• Experience managing challenging behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working in education.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• High level of personal and professional commitment.</li> <li>• An ability to strike a good Rapport with students, staff and parents.</li> <li>• Being a positive role model.</li> <li>• An ability to communicate effectively both verbally and in writing.</li> </ul>	<ul style="list-style-type: none"> <li>• An up to date, working knowledge of relevant Health &amp; Safety and Education legislations.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for working with children.</li> <li>• To be committed to actively support the visions, aims and ethos of the school.</li> <li>• Experience of leading initiatives</li> <li>• Flexible, adaptable and enthusiastic.</li> <li>• Collaborative team player.</li> <li>• A willingness to contribute to extra-curricular activities and other aspects of school life.</li> <li>• A collegiate working style with the ability both to lead the Faculty and to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• A strong commitment to continued personal development</li> <li>• Proven ability to relate well to and communicate effectively with students, staff and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>