



Job Description

JOB TITLE	Head of Mathematics & Statistics
PHASE	Secondary
REPORTING TO	Vice Principal
RESPONSIBLE FOR	Mathematics, Statistics, Further Maths and Whole School Numeracy

Job Purpose

The Head of Mathematics is the lead professional for the quality of provision in mathematics and numeracy in the Academy.

The Head of Mathematics will share responsibility for senior leadership and management for the Academy ensuring continual improvement and high quality, engaging and fulfilling cognitive education for all pupils.

The Head of Mathematics will help develop an ethos of high expectations for staff and pupils lead on Mathematics/Numeracy to further improve student outcomes.

Duties and Responsibilities

The Head of Mathematics will:

- Have experience of working with senior teams to create a productive learning environment which is engaging and fulfilling for all pupils and staff reflecting the identity of the School;
- Have strong leadership skills, demonstrated through the development of high performing teams;
- Establish with the Principal and Vice-Principal a culture that promotes excellence, quality and high expectations of all pupils and staff whilst actively addressing under performance;
- Have a sound knowledge and understanding of both cognitive theory as well as practical strategies to develop and sustain thinking skills and tools.
- Provide professional leadership and management of mathematics/numeracy policy and practices across the school;
- Work with others and be responsible to the Principal and Vice-Principal for evaluating the academy's performance including identifying the priorities for continuous improvement and the raising of standards; ensuring equality of opportunity for all;
- Report to the Vice-Principal to demonstrate that Mathematics and Numeracy performance are impacting on whole school improvement.
- Demonstrate the Academy's vision and values in everyday work and practice

2. Teaching and Learning

- Provide leadership and management for the quality of mathematics and numeracy,



ensuring all mathematics teachers and classroom support staff use effectively the Academy lesson planning forms to provide high standards of teaching and learning.

- Monitor the standards in mathematics and use this data to inform both school level training (numeracy) needs and individual professional development needs (in Mathematics).
- Monitor and evaluate the standards of pupils' achievement and progress in mathematics, using data from school and national benchmarks.
- Ensure every student is nurtured to become effective, enthusiastic, independent learners, committed to life-long learning;
- Support a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their learning;
- Challenge underperformance at all levels and ensure effective corrective action and follow up.

3. Securing Accountability

- Ensure that the Academy is constantly "Ofsted ready" in terms of the provision in mathematics and numeracy that would ensure positive inspection outcomes.
- Use a range of evidence, including national data and own academy performance data, to support, monitor, evaluate and improve student outcomes in Mathematics including challenging poor performance.

4. Managing the day to day Organisation

- In conjunction with the Principal and Vice-Principal will seek to build a successful academy through effective collaborations;
- Provide effective organisation and management of mathematics and numeracy and seek ways of improving organisational structures and functions in line with legal requirements based on rigorous self-evaluation;
- Lead on mathematics and numeracy through effectively working with the Principal, Vice-Principal, Assistant Principals, subject leaders and teachers.

5. Working with Others and Self Development

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture;
- Build a professional and collaborative learning culture within the academy and actively engage with others to build effective learning communities;
- Ensure the Academy's Teaching and Learning policies and practices are implemented effectively in Mathematics lessons and numeracy support;
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory;
- Regularly reviewing own practice, set personal targets with the Principal and Vice-Principal, and take responsibility for own personal development by participating positively in arrangements made for performance management;



- Manage own workload and support others to manage an appropriate work life balance.

6. Strengthening Community

- Engage with the Thinking Schools Academy Trust community to secure quality and entitlement of provision for all pupils;
- Promote the internal and external high expectations, perceptions and standards of the academy to the wider community;
- Work collaboratively at both strategic and operational levels with other schools and professionals within the Thinking Schools Academy Trust.

7. Conditions

- The Head of Mathematics will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Principal, Principal and Trustees.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school



- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Head of Mathematics and Statistics

Name:

Signed:

Date: