

THE HERMITAGE ACADEMY - LEADER AND MANAGER OF MATHEMATICS
(Main Pay Scale to UPS3 depending on experience) - TRL 1b (£9,378 pa)

JOB DESCRIPTION

All Leaders & Managers must have a good grasp of their area and lead by example through the quality of their own performance. The core purpose of area leadership and management is to provide professional direction which will secure a relevant curriculum, high quality learning opportunities, effective use of resources and improve standards of achievement for all students recognising that these must be considered in relation to the overall needs of the school.

PURPOSE OF THE POST:	<ul style="list-style-type: none"> ➤ To raise standards of student attainment and achievement within the Maths curriculum area and to monitor and support student progress. ➤ To provide management, leadership and support for colleagues working within the Maths area. ➤ To be accountable for student progress and development within the Maths area. ➤ To develop and enhance the teaching practice of others. ➤ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal of the school ➤ To be accountable for leading, managing and developing the subject/curriculum areas. ➤ To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio. ➤ To maintain highest professional standards in all work of the department and to lead by example. ➤ To contribute to the overall development and success of The Hermitage Academy. ➤ To teach Maths across the whole ability range up to Advanced Level. ➤ To support the school in its Maths development and promotions, primarily website and newsletters. ➤ To use academic target setting data to monitor the targets set for all students. ➤ To support staff within the school in the use of media to support learning.
RESPONSIBLE TO:	<ul style="list-style-type: none"> ➤ The Governing Body, the Principal and the Senior Leadership Team member linked to the curriculum area.
RESPONSIBLE FOR:	<ul style="list-style-type: none"> ➤ Teaching staff and other relevant personnel within the department.
MAIN DUTIES: Operational/Strategic Planning	<ul style="list-style-type: none"> ➤ To lead the development of appropriate specifications, resources, Maths Curriculum Development Plans, schemes of work, marking policies, assessment and teaching and learning strategies in the department. ➤ The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. ➤ To actively monitor and follow up student progress, mainly through the Aiming High Policy. ➤ To implement School Policies and Procedures, eg Equal Opportunities, Health and Safety, Accommodation etc. ➤ To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of The Hermitage Academy. ➤ To work with the member of the Senior Leadership Team linked to the curriculum area to lead and manage the planning and self review functions of the department, ensuring that the planning and review activities of the department reflect the needs of students within the subject areas, long term and annual school improvement plans and the aims and objectives of the school. ➤ To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

<p>MAIN DUTIES:</p> <p>Curriculum Provision:</p> <p>Curriculum Development:</p> <p>Staff Responsibilities:</p> <p>Quality Assurance:</p>	<ul style="list-style-type: none"> ➤ To liaise with the Senior Leadership Link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective Maths curriculum programme which complements the School Improvement Plan/School Evaluation. ➤ To liaise with other Leaders & Managers, Directors of Achievement and Learning Managers providing information as appropriate when requested. ➤ To be accountable for the development and delivery of Maths education programmes. ➤ To lead curriculum development f9,378or Maths. ➤ To keep up to date with national developments in the subject areas and teaching practice and methodology. ➤ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ➤ To liaise with the Senior Leadership Link to maintain accreditation with the relevant examination and validating bodies. ➤ To ensure that the development of Maths education is in line with national developments. ➤ To work with the Senior Leadership Link to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ➤ To be responsible for the efficient and effective deployment of the department's support staff. ➤ To assist in the Performance Management Review for staff within the department. ➤ To make appropriate arrangements for classes when staff are absent and liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. To ensure suitable work is set for absent colleagues. ➤ To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with the academy's procedures. ➤ To promote teamwork and to motivate staff to ensure effective working relations. ➤ To participate in the academy's ITT programme. ➤ To be responsible for the day-to-day management of staff within the department and act as a positive professional role model. ➤ To ensure that all department staff are aware of and implement quality standards in all aspects of their work. ➤ To establish the process of the setting of targets within the department and to work towards their achievement. ➤ To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. ➤ To contribute to the academy's procedures for lesson observation. ➤ To implement school quality procedures and to ensure adherence to those within the department. ➤ To be responsible for the management of the environment around the departments and relevant parts of the school, including display of student work and examples of excellence. ➤ To monitor, review and evaluate the curriculum areas/department in line with agreed school procedures including evaluation against quality standards, targets and performance criteria. ➤ To lead the implementation, modification and improvement where required. ➤ To meet regularly with the Senior Leadership Link to monitor, review and evaluate quality issues in line with the academy's Self Evaluation Procedure.
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MAIN DUTIES:**Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the Maths Department on the management information system and in all relevant school publications and documents.
- To maintain and regularly update Maths departmental and subject information on The Hermitage website.
- To analyse, evaluate and make use of all relevant performance data.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for Maths.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Senior Leadership Link, to manage the collection of data for Maths.
- To provide the Governing Body with relevant information relating to the Maths department's performance and development.

Communications:

- To ensure that all members of the department are familiar with departmental and academy vision and values.
- To ensure effective communication/consultation as appropriate with the parents, guardians and carers of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and all other relevant external bodies.
- To represent the Maths department's views and interests.

Marketing and Liaison:

- To contribute to the academy's community and marketing activities, eg the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective Maths subject links with external agencies.
- To balance, co-ordinate and develop Maths initiatives within the school and beyond the normal curriculum time.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Senior Leadership Link to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral System:

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Learning Manager and to carry out the duties associated with that role as determined by the Director of Achievement for the Year Group and in the generic Learning Manager job description detailed in the academy's current staff handbook.
- To contribute to the Guidance programme as directed by the Director of Achievement.
- To ensure the academy's Rewards, Expectations and Consequences System is implemented in the Maths Department so that effective learning can take place.

MAIN DUTIES: Teaching:	<ul style="list-style-type: none"> ➤ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. ➤ To provide high quality teaching and learning opportunities for all students through excellent classroom practice and the management of teaching and learning throughout the Maths area. ➤ To improve the performance, attainment and achievement of all Maths students. ➤ To be aware of the differing needs of students within your own teaching groups and those of other colleagues.
OTHER DUTIES & RESPONSIBILITIES:	<ul style="list-style-type: none"> ➤ To play a full part in the life of The Hermitage Academy, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. ➤ Manage and develop a strong extra-curricular programme to support Maths learning in school. ➤ To continue personal professional development. ➤ To engage actively in the performance review process. ➤ To undertake any other duty as specified by School Teachers' Pay & Conditions not mentioned in the above. ➤ Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. ➤ Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. ➤ Employees are expected to be courteous to colleagues and provide a professional response and welcoming environment to visitors and telephone callers. ➤ Under the direction of the Principal, employees are expected to conform to any professional dress and conduct codes determined by The Hermitage Academy and the Governing Body. ➤ The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develop a disabling condition. ➤ This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

