

## Head of Department – Mathematical Sciences Job Description & Person Specification

<b>Responsible to:</b>	Deputy Head (Academic)
<b>Line manages:</b>	Head of Mathematics, Head of Computer Science
<b>Job Overview</b>	To lead, inspire and manage the department so that pupils across the group of subjects have access to a broad and balanced curriculum, and achieve the highest standards, particularly at GCSE, in line with Dulwich Cranbrook’s ethos of developing the individual. To manage financial and physical resources and deploy teaching and support staff, within the department, effectively. To lead and line-manage individual Heads of Subject to ensure successful outcomes across the group of subjects. As part of the team of Heads of Department, to drive academic leadership in the school.
<b>Duties and Responsibilities:</b>	<p><b>Strategic Direction and Development</b></p> <ul style="list-style-type: none"> <li>• Create and communicate a shared vision within the Department, which expresses the core values of the whole school, is responsive to individual subject factors, and motivates and inspires the wider Department.</li> <li>• To lead, support and manage individual Heads of Subject to ensure engaging teaching throughout the school and the best possible GCSE results.</li> <li>• Translate the whole school vision into agreed objectives within the Department, and include these in the department’s annual development plan.</li> <li>• Chair departmental meetings, where minutes are taken, and ensure the follow-up of all action points.</li> <li>• Attend HOD’s meetings and represent the Department in this academic forum.</li> <li>• To maintain a high profile for the Department in the School with colleagues, pupils and parents.</li> </ul> <p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Promote excellence and innovation in teaching and learning in the Department, ensuring a continuous and consistent focus on pupils’ achievement and development, acknowledging the need for differentiation in allowing all pupils to be challenged and supported.</li> <li>• Oversee the schemes of work for your group of subjects, maintaining an excellent and close working relationship with individual Heads of Subject.</li> <li>• Ensure the curriculum is innovative, appropriate to the age and stage of the pupils, and informed by current knowledge and best practice.</li> <li>• Work with the Heads of Subject and Deputy Head Academic to ensure that assessment, recording and reporting procedures contribute to improved outcomes.</li> <li>• Ensure pupil progress is effectively tracked against agreed benchmarks within the group of subjects you are responsible for and oversee the intervention strategies which result</li> </ul>

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from analysis of the data.

- Lead by example in the Department, especially with regard to planning for pupil engagement, effective and reflective teaching and learning and high expectations of self and others.
- Ensure communication to parents about subjects is clear and regular. This includes overall responsibility for the use of Google Classroom, iNet and School Post for the group of subjects.
- Make sure that wall displays are reflective of the range of subjects in the Department and of the quality of the teaching and learning.

#### **Leadership and Management of Self and Others**

- Lead the department: recruiting, inducting, developing, deploying, motivating and appraising staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Celebrate and promote excellence in the Department, and challenge under-performance with appropriate action (in consultation with the SMT).
- Undertake performance reviews for all staff in the Department on an annual basis.

#### **Management of Resources**

- Oversee the Department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Ensure Head of Subject maintain an up to date list of departmental resources, both hardware and books.
- Identify future resourcing needs and aspirations for the Department for consideration in the School budget planning process, in consultation with Heads of Subject.
- Assist the Head and SMT appoint into the Department.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

#### **Training and Development of Self and Others**

- Develop and maintain a culture of high expectation for self and others within the Department.
- As a lead professional, regularly review own practice, set personal targets and take responsibility for own continuous professional development.
- Ensure that training needs within the Department are identified, and appropriately met (with due regard to whole school initiatives) and that all members of the Department are active in their own personal and continuous professional development.
- Ensure that best practice is regularly shared within the Department, making the most of the expertise and strengths of our staff.
- Ensure that induction arrangements are in place for all new staff, to make them feel welcomed and appropriately briefed to undertake their responsibilities.

#### **Monitoring and Evaluation**

- Monitor, evaluate, review and take steps to improve classroom practice throughout the Department.
- Responsible for organising mutual observation within the department.

#### **General Requirements**

- Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with students, parents and colleagues.
- Regularly contribute to the School's programme of co-curricular activities and ensure

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	<p>that all Department staff do the same, maintaining a range of activities for the full age range.</p> <ul style="list-style-type: none"> <li>• To attend major school events such as Open Day, Speech Day, Sports Day and other relevant events listed in the school’s calendar.</li> <li>• Promote the good name and reputation of the School.</li> <li>• Adhere to School policies and procedures.</li> </ul>
<p><b>Keys Skills &amp; Knowledge:</b></p>	<ul style="list-style-type: none"> <li>• A degree in an appropriate discipline.</li> <li>• Qualified Teacher Status.</li> <li>• Experience of teaching at Key Stage 3 and 4 is desirable.</li> <li>• Outstanding practitioner with strong reputation for excellent pupil progress.</li> <li>• Knowledge of current educational thinking, initiatives and issues.</li> <li>• Knowledge and understanding of safeguarding procedures.</li> <li>• IT literate, understanding of the role of IT in planning, teaching, monitoring and management.</li> </ul>
<p><b>Personal Competencies &amp; Qualities:</b></p>	<ul style="list-style-type: none"> <li>• Enthusiastic, inspirational and confident leader, possessing drive, energy and commitment.</li> <li>• A presence which engenders confidence and respect from pupils, staff and parents; leads by example.</li> <li>• Ability to respond to and lead through change.</li> <li>• Proven ability to inspire pupils.</li> <li>• Outstanding role model for children.</li> <li>• Ability to handle sensitive situations with tact and diplomacy.</li> <li>• Ability to prioritise own work load, manage a varied workload and delegate appropriately.</li> <li>• Team focused: shares knowledge and information with other members of staff to promote good practice.</li> <li>• Focuses on what needs to be delivered: understands what is needed and responds promptly.</li> <li>• Commitment to the highest standards of educational and pastoral care for all pupils.</li> </ul>
<p><b>Terms &amp; Conditions</b></p>	<ul style="list-style-type: none"> <li>• Core school hours, when all teaching staff are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral, co-curricular and organisational duties up to 5.30pm.</li> <li>• All INSET days, Open Mornings and other relevant events listed in the School calendar; these may occasionally require evening and weekend attendance.</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head from time to time.</li> </ul>
<p><b>Commitment to Safeguarding and Welfare</b></p>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Head of Department will:</p> <ul style="list-style-type: none"> <li>• Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession.</li> <li>• Help to provide a safe environment in which the children can learn.</li> <li>• Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Promptly raise any concerns to the School's Designated Safeguarding Lead and work with other services as needed.</li> <li>• Attend the relevant child safeguarding training and other mandatory induction training as required by the School.</li> </ul>
<b>Promoting the Health, Safety and Wellbeing of Pupils and Staff</b>	<p>At all times the Head of Department will:</p> <ul style="list-style-type: none"> <li>• Maintain awareness of, and comply with, the School's H&amp;S policy.</li> <li>• Where appropriate, conduct and document risk assessments in their area of responsibility.</li> </ul>

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