



Wychwood School

JOB DESCRIPTION

Head of Mathematics

Nature of the post: The Head of Mathematics is a key member of the school community who is responsible for the conduct and standards in mathematics throughout the school. All girls do mathematics to 16+ and at Key Stage 4 we currently take the IGCSE. Mathematics is a popular subject at Key Stage 5 and we offer both mathematics and further mathematics A-level. The head of mathematics has the choice of which modules are taken at A level in consultation with the head bearing in mind the skills and interest of the pupils. There is currently one further member of the mathematics department and two part-time tutor of mathematics associated with the department.

Responsible to: The Headmistress

Context

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for girls in the centre of North Oxford. Girls take GCSE, IGCSE, AS and A2 Levels, and the EPQ qualifications. Public examination invigilation is undertaken by external invigilators. All teachers are expected to take part in school duties as required in a boarding school. They are also usually required to play a part in the form teacher and progress tutor teams.

The role requires exceptional communication, interpersonal and organisational skills, empathy, sympathy, flexibility, attention to detail, the ability to inspire pupils and a co-operative and supportive attitude to colleagues.

Person Specification:

The head of mathematics will

- have an Honours degree in a subject related to this post; have a BEd, Dip Ed, PGCE or QTS;
- have teaching experience in a secondary school or be a well-qualified QTS teacher;
- have experience of working in a team and on your own;
- be familiar with requirements such as record keeping, report writing, parents' evenings, lesson planning etc.

Personal Qualities required:

The head of mathematics will be expected to

- be a good team player;
- have a good work ethic;
- be in possession of a well-developed sense of humour;
- be respectful of and to acknowledge the Christian ethos and heritage of the school;
- be committed to the academic and pastoral ethos of the school;
- be committed to upholding all Health and Safety regulations in force.
- be committed to promoting Wychwood School positively by attendance at Open Mornings and Evenings and supporting whole-school, extra-curricular and outreach events.

Skills and attributes:

The head of mathematics should

- be rigorous and professional in their approach;
- abide by the Wychwood staff code of conduct which may be revised from time to time;
- be able to relate well to teenage girls, and you should like them;
- be able to relate to colleagues, both as part of a team and in areas of training and responsibility;
- be able to manage time well so that pressure points such as report writing or exams are managed effectively;
- be prepared to take advice and to try out new things, and also be able to question;
- enjoy the subject and your work;
- understand and act upon the need for constant, accurate communication between staff in school, the SENDCo, the EAL department and to parents so that the girls receive the highest quality, targeted support where necessary;
- demonstrate and instil enthusiasm and interest.

Professional Responsibilities:

- To be responsible for the planning, teaching and day-to-day running of the department.
- To be part of the appraisal team;
- To distribute the teaching between staff to ensure the best possible outcome for the pupils;
- To set and mark the mathematics entrance examinations at all entry levels
- To develop and produce the Departmental Development Plan;
- To produce and review the departmental handbook;
- To have the overview of inspection preparation for the faculty and departments;
- To oversee marking and assessment within the department;
- To analyse departmental public examination results and to communicate the outcomes in order to inform and improve teaching and learning;
- To oversee departmental moderation of coursework and controlled assessment;
- To attend INSET and other training courses as required e.g. preparation for inspections and personal professional development.
- To attend staff meetings and read the minutes.
- To carry out staff duties such as taking prep and weekend duties;
- To attend parents' meetings for those pupils taught and those meetings where information is required by parents for the next stage of education.
- To supply the examinations officer and post-results examinations officer with all relevant and accurate data to allow public examination and coursework administration pre- and post-results to be carried out effectively and efficiently.
- To prepare and support pupils applying for Further Education.
- To share cover for absent colleagues.
- To be part of the progress tutor and for teacher teams as required.
- To observe all Health and Safety requirements in order to maintain a safe environment.
- Be prepared to share in the First Aid cover for the school after appropriate training;
- To manage the mathematics budget and be responsible for ordering, storing, managing and distributing the subject's resources.
- To take responsibility for keeping and recording detailed accounts, communicating these accounts to the bursary and the recording and communication of all billing information to the bursary.
- To be involved in the extra-curricular life of the school.
- To maintain close involvement with the life of the school.
- To ensure appropriate standards of behaviour of the students in their care at all times.
- To undertake any other task reasonably requested by the Headmistress.

Academic Responsibilities for Heads of Department:

- To promote a love and appreciation of mathematics as an academic discipline,
- To ensure pupils have an appreciation of the value and wonder inherent in mathematics.
- To explain how mathematics can contribute to possible career paths.
- To oversee curriculum development throughout the department, including the regular review and resultant choice of examination specifications.
- To manage the production, maintenance and updating of schemes of work throughout the department.
- To monitor and track progress of all pupils within the department.
- To chair departmental and faculty meetings and to ensure minutes are taken, recorded and distributed.

Academic Responsibilities for Teaching Staff

- To plan, teach, assess and evaluate lessons in mathematics in accordance with the requirements of the appropriate specifications.
- To select and use appropriate and varied resources, equipment and techniques.
- To set and mark regular written assignments; to keep detailed mark sheets and pupil records.
- To ensure thorough assessment of students' progress including the marking of preparation constructively, the giving of positive and supportive feedback and the setting and marking of regular tests and examinations.
- To draw up schemes of work, evaluating and amending them in the light of experience.
- To produce written course information where it is required.
- To encourage pupils to monitor their own progress, whether by individual tutorials or written self-assessment.
- To ensure that school assessments and examinations are reviewed after each examination session to help girls identify and eradicate errors in knowledge, practice or examination technique.
- To promote active and independent learning by methods specific to the girl in question.
- To model and encourage the use of a variety of study skills, revision techniques and learning approaches to maximise a pupil's performance.
- To apply the recommendations of IEPs.
- To maintain up-to-date knowledge of developments in education especially in mathematics.
- To report termly to parents in writing, completing them by the published deadlines. The reports should be positive, summative and formative.
- To produce written reports for staff on progress on a timely and termly basis.
- To mark and comment on entry papers in a timely and professional manner where appropriate.
- To organise and lead field trips to fulfil public examination requirements and in other year groups to promote interest in mathematics.
- To organise and lead pupils' educational visits or attendance at conferences where appropriate.
- To liaise with other teachers and progress tutors about the pupils' progress.