

Teachers should demonstrate that they are effective professionals who challenge and support all students to achieve their full potential through:

- Inspiring trust and confidence
- Building team commitment
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of student learning

JOB DESCRIPTION

Date

13.02.2020

Job title:

Head of Mathematics

Reporting to:

Head

Department/School:

Akeley Wood Senior School

Scope:

UK

Checks:

Enhanced DBS with Barred List Checks and Overseas Checks
(if necessary)

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

Overall responsibility for the professional leadership and management of the Mathematics department in order to ensure excellent student progress and high standards of teaching and learning are delivered; resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy.

Key Responsibilities

1. Policy/Strategic direction and development

- a. Contribute to whole school policy-making and strategic planning as required by the Head.
- b. Prepare, monitor and update annual departmental plans in consultation with colleagues.
- c. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

2. Leadership & management of others

- a. Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- b. Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- c. Performance manage teachers in their department
- d. Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
- e. Chair departmental meetings to ensure that they are used effectively to review and improve performance, and that actions are recorded and implemented

3. Teaching and learning

- a. Promote excellence in teaching and learning to ensure all pupils maximise their potential and are equipped for life beyond school.
- b. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.
- c. Ensure that schemes of work are created, used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning with regard to different abilities.
- d. Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.
- e. Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
- f. Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.
- g. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events as appropriate to enhance the experience of pupils in Geography
- h. Organise and lead day/residential fieldtrips to meet curriculum requirements and enhance pupils' learning outside the classroom.
- i. Analyse department public examination and internal performance data and use to inform teaching and learning
- j. Monitor the quality of the department reports to parents.

4. Extra-curricular activities

- a. Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.

5. Marketing and external links, including public occasions

- a. Actively promote the department within the school community to encourage pupils' interest in the subject area.
- b. Maintaining classroom displays and other curriculum materials to create welcoming and stimulating environment.
- c. Contribute to the positive promotion and marketing of the school and Cognita in the local and wider community.

- d. Lead the department's contribution to marketing events and external links.

6. Management of resources

- a. Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- b. Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- c. Create outstanding whole school display materials, and ensure the showcasing of high quality work at whole school events and across the sites
- d. Ensure that all resources are fit for purpose and used in accordance with School's health and safety guidelines.

7. Monitoring, evaluation & assessment

- a. Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- b. Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

8. Training & development of self and others

- a. As a lead professional set personal targets and take responsibility for own continuous professional development.
- b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

Principal Working Relationships

Internal:

- Head and Senior Leadership Team;
- Teaching staff;
- Business and administration staff;
- Caretaking and site management staff;
- Pupils.

External:

- Cognita management and staff
- Parents;
- Visitors;
- External agencies and contractors

Person Specification

| | Attributes | Essential | Desirable |
|-----------------------|---|------------------|------------------|
| Qualifications | Qualified Teacher Status | / | |
| | Good Honours Degree in relevant subject | / | |
| | Ongoing record of Continuing Professional Development | | / |
| Experience | Successful and relevant teaching experience | / | |
| | Track record of raising attainment | | / |
| | Experience teaching pupils across age range 11-18 | | / |

| | | | |
|--|--|---|---|
| | Excellent knowledge of reformed specifications and examination requirements for this subject | | / |
| | Awareness of current national priorities in education and engagement with recent developments in teaching and learning | | / |
| | Experience leading teams of staff | | / |
| | Experience leading initiatives/change | | / |
| Professional Skills | Ability to plan, resource and deliver schemes of work and resources which lead to effective learning to all age and ability groups in the department | / | |
| | Ability to use data to inform planning and tracking throughout the department | / | |
| | High level of ICT literacy and confidence in utilising ICT for both learning and the management of information | / | |
| Professional and Personal Qualities | A genuine interest in young people and a commitment to achievement for all | / | |
| | A strong drive to deliver high academic standards and to uphold school expectations of pupils | / | |
| | Good communication/interpersonal skills; the ability to motivate and lead colleagues | / | |
| | Ability to manage workload and demonstrate flexibility, resilience and perseverance in meeting challenges | / | |
| | A willingness to contribute to extra-curricular activities and the wider life of the school | / | |
| | A very good record of attendance and punctuality | / | |

Competencies for the Role:

- Models high expectations of others through words, actions and own behaviour
- Confidently addresses issues, taking a tough, principled stand when necessary
- Uses data, latest thinking and research to drive improvement
- Develops a climate where people strive for continuous improvement
- Celebrates success and recognises effort
- Helps others to identify their “customers” and develop skills to deliver first class customer service

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development
- Independent School holidays

Signed: Date:

Name (Print):