

**Job Description**  
**Head of Maths (TLR 1D)**  
**With the potential to join the Leadership Team**

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

**Our Core Principles**

**Learners First** – young people, staff, leaders, governors and trustees totally focused upon the educational benefit of our pupils and students within a safe and supportive environment

**It's about learning** – young people, staff, leaders, governors and trustees totally focused upon developing and improving the learning of pupils and students underpinned by harmonious and trusting relationships

**No Barriers** – no excuses, only support to ensure young people, staff, leaders, governors and trustees maximise the academic achievement of pupils and students whilst enabling them to develop and flourish as well rounded individuals

<b>Responsible to</b>	Head of School
<b>Grade</b>	Qualified Teacher plus TLR 1D - £14,732 or Leadership Scale
<b>Hours</b>	Full Time
<b>Location</b>	Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust

**Job Purpose**

To provide strong leadership to drive up standards and deliver outstanding student progress as well as ensure high quality provision in the Maths Department.

**Key responsibilities**

- Teach Maths to students from a range of years 7-13
- Be a role model planning lessons collaboratively, creating teaching resources and developing consistent approaches that meet the needs of all learners across the Department
- Lead the Maths Curriculum Team, working with others to disseminate good practice in the Department
- Mentor and support leaders and future leaders within the Maths Department.
- Assess student work to monitor and evaluate progress, set targets and adapt lesson plans accordingly
- Liaise with appropriate staff in Trust schools

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## Strategic Leadership

- Work with the Headteacher being accountable for the delivery of key teaching and learning and CPD objectives as determined in negotiation with the Headteacher and the Senior Leadership Team (SLT) as a whole
- Work in partnership with other members of SLT in providing a high level strategic, management and operational direction for the School
- Share with other members of the SLT the responsibility for setting, maintaining, monitoring, evaluating and improving standards and achievements in the School
- Provide strategic leadership for Maths
- Lead the staff to maximise student progress
- Provide an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff
- Leading on language for Learning within the curriculum
- Work in collaboration with other subject leads across The Trust to develop a high quality curriculum

## Teaching and Learning

- Strive for continuous improvement in the quality of teaching and learning and progress of students in Maths in particular but also across the School
- Ensure effective use of formative and summative assessment to ensure that students, teachers and parents know if students are achieving the expected standard or if they need intervention
- Monitor and evaluate the standards of teaching and learning within the Maths Department and the school ensuring the highest standards of professional performance are maintained
- Encourage and sustain a culture and ethos of challenge and support; challenge underperformance and support staff as appropriate
- Ensure staff you line manage are using data effectively to plan lessons which meet the needs of all students and that they are monitoring student progress effectively, communicating next steps successfully
- Ensure the accuracy of assessment through internal and external standardisation and moderation
- Be an excellent practitioner and model through your own teaching high expectations, differentiated lessons with support and challenge in line with School Policy
- Support other SLT in developing CPD in relation to teaching and learning as appropriate

## Curriculum

- Ensure that there is a coherent and progressive curriculum in place that is well resourced.
- Ensure that there is effective delivery of a coherent and progressive curriculum that enables all learners to reach their academic potential

## Leading and managing staff

- Be able to work independently as well as part of a team.
- Follow the agreed, standardised line management agenda reporting back to SLT regularly.
- Play a significant part in the performance management process
- Ensure strategic plans are implemented effectively ensuring deadlines are set and met.
- Enthuse, inspire and motivate staff to create a can-do culture which promotes our values and ensures high standards
- Line management responsibilities for the library

### Special conditions of employment

#### Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

#### Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

#### Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

#### Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

#### Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by:** Natalie Rock, Head of School

**Date:** January 2023