

Job Description: Head of Department - Maths

Reporting to:	Vice Principal
Location:	Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Ark Outside London Leadership Scale: Points 9 – 13 (£54,770 - £60,436)

The Role

As Head of Department for Maths, you will lead, develop and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment. You will lead your department team and promote outstanding teaching and learning, as well as a strong school culture within a nurturing and rigorous environment. This will include being responsible for the line management, coaching and development of TLR postholders within the Maths team. You will also support and monitor the progress of trainee teachers under the Ark Teacher Training programme, as well as other external training providers.

Key Responsibilities

Leadership and Management

- Lead, develop and line manage your department team, with clear lines of accountability and clarity of expectation
- Drive an unrelenting focus towards achieving excellent student outcomes
- Continually improve the quality of planning, teaching, and assessment of all members of the team
- Use regular, effective monitoring to inform personalised and high quality professional development and coaching.
- Manage departmental budget and resources effectively and efficiently
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary
- Develop strong partnerships and ensure regular communication with parents and carers

Improving Teaching & Learning

- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
- Be responsible for tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies
- Be accountable for student progress in Maths across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions
- Monitor the work of the department through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback

- Lead joint practice development across the faculty subject teams, ensuring that outstanding practice is shared with all staff in the faculty and the wider school, and work with other department heads to exploit cross-year and cross-curricular links
- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the department consulting with the relevant subject leaders
- Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Head of Department - Maths

Qualification Criteria

- Qualified to teach in the UK
- Degree in Maths or related subject

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes including establishing a high achieving department within a large school
- Experience of improving the quality of teaching and learning
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Experience of interpreting complex student data to drive lesson planning and student progress
- Mastery of and enthusiasm for your subject
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).