

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Head of Department – Mathematics, Statistics & Additional Mathematics (FSMQ)

Start date: 1st September 2023

As the Head of Department for Mathematics, Statistics and Additional Mathematics, you have overall responsibility for ensuring high quality provision of this subject to the pupils at Mayville High School at Key Stages 3 and 4. You will advise and consult with members of your department and with the Headteacher and other members of the Senior Management Team. You will have a termly monitoring meeting with the Director of Studies.

The principal responsibilities are given below to provide assistance to you in fulfilling the requirements of the post, but these are not exhaustive.

- To ensure that appropriate schemes of work for year groups 7 – 11 are devised, developed and revised as is consistent with departmental policy and whole school policy.
- To ensure that pupils are prepared to meet requirements of national testing at GCSE & IGCSE.
- To ensure that within these schemes of work specific provision is made for the Gifted and Talented pupils and for those with dyslexia or other specific learning difficulties.
- To liaise with the Head of the Dyslexia Unit and the Coordinator for Gifted and Talented Pupils regarding identification and appropriate provision for these pupils.
- To construct, review and revise departmental aims and policy statement to include key aspects of teaching such as assessment for learning, differentiation and cross-curricular issues.
- To enhance staff development through carrying out the school's Performance Management programme for the staff within your department on an annual basis, ensuring that appropriate staff training is requested and delivered.
- To ensure that teaching in the department accords with departmental and school policy and schemes of work and that pupil progress is being monitored and recorded effectively. This will include regular classroom observation and book checks and the upkeep of department tracking data.
- Ensure correct use of policies for marking, assessing, recording pupil's progress and attainment and to ensure that tracking data is used effectively to inform targets and progress, informing the DoS of any concerns.
- To ensure that departmental staff are aware of the abilities of each pupil taught, including the minimum expected grade/level of every pupil they teach, that they read the guidance provided in the SEN registers and other forms of assessment to inform the teaching within your Department.
- To ensure that lessons are delivered within a positive, well-ordered environment, with high standards of behaviour and pupil involvement.

- Develop teamwork and mutual support through regular minuted meetings and provide the Headteacher and DoS with a copy of the minutes.
- Monitor and evaluate the Teaching & Learning procedures of all staff in the department, record this on google drive and take action as necessary to secure improvement.
- To be available for consultation with other members of the department in respect of their areas of responsibility, e.g. curriculum, pupil difficulties, etc.
- To initiate a departmental development plan (one year/three year) which will include analysis of examination results and other issues such as improvement in resources, with a view to improving standards.
- To be responsible for the ordering of stock/resources and maintaining records thereof.
- To integrate the teaching methods and approach of the department with those of the whole school through regular participation in Academic Board meetings and the TLS programme.
- To liaise with the Director of Studies and the Head of the junior school to ensure that pupils have the necessary numeracy skills in place as they enter the Senior school and begin KS3 studies.
- To take the lead on 'Numeracy across the Curriculum'.
- To consider enrichment activities for your department, including after school clubs, external visits, specialist days, talks etc.
- To become familiar with and carry out all general school policies as specified in the Staff Handbook, in particular ensuring that Health and Safety are met at all times and that Risk Assessments are carried out for all departmental activities.
- Ensure all the various reports in the department are completed on time and checked.
- Keep abreast of current developments in your area and disseminate information as appropriate.
- To undertake additional duties under the reasonable direction of the Headteacher.

Salary dependent on experience

Full Time