

MATRIX ACADEMY TRUST
Job Description – Director of Maths

Reports to:	Member of Leadership
Key Responsibilities	<ul style="list-style-type: none"> • To raise achievement in Maths and to monitor and support student progress • To develop and enhance the teaching practice of others • To ensure the provision of high quality teaching for all students studying Maths • To track pupils attainment and to be accountable for delivering outstanding results in Maths • To be accountable for developing a strategy for Maths • Work effectively with Second in Dept to ensure coordinated, high quality leadership and management • To effectively lead, manage and deploy teaching staff to support effective teaching and high standards.
Liaising with:	Leadership Team, Directors of Learning
Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • The day-to-day management of staff and physical resources. • To actively monitor pupil progress • To implement School Policies and Procedures on Raising Achievement • To work with colleagues to formulate aims plans for the department • To ensure that Health and Safety policies updated where necessary, liaising with the School's Health and Safety Manager
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole department. • To keep up to date with national developments in the subject area • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels

<p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To work with the Leadership– Staff Development to ensure that staff development needs are identified and appropriate training is identified • To work effectively with Second in Department on Maths developments and strategy • To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated department. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department • To participate in the interview process for teaching posts and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To be responsible for the day-to-day management of staff within the designated department and act as a professional role model • To coach and mentor staff within the department
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To establish the process of the setting of targets within the department and to work towards their achievement. • To promote high standards of teaching learning and assessment • To actively participate in school monitoring and evaluation procedures • To monitor and evaluate the curriculum area/department in line with agreed School procedures
<p>Management Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system • To make use of analysis and evaluate performance data • To produce examination reports for Headteacher and Leadership Team • To produce reports on examination performance, including the use of value-added data.

Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To provide information on pupil progress and department developments
Management of Resources:	<ul style="list-style-type: none"> • To manage departments resources efficiently • Be responsible for the department budget • Participate in the annual timetable by providing information on staffing needs
Pastoral System:	<ul style="list-style-type: none"> • Deliver and contribute to the PSHE, citizenship and enterprise programmes. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Any other duties as directed by the Headteacher