



Solefield School

JOB DESCRIPTION **Head of Mathematics**

The Head of Mathematics will lead the Mathematics curriculum throughout the school and will primarily teach pupils in Years 6-8. The role will be responsible to the Headmaster. The following gives a broad outline of the main requirements of the post:

- Articulating a vision for excellence in students' learning in Mathematics.
- Developing policies and practices to impact on student progression.
- Monitoring and improving standards in Mathematics throughout the school.
- Being a class teacher responsible for all areas of the Mathematics curriculum.
- Planning, preparing and presenting lessons and homework that cater for the needs of the whole ability range within each class in accordance with school policy.
- Ensuring the effective and efficient deployment of classroom support, including the Maths teaching assistant.
- Challenging the school's more able pupils.
- Liaising with our Head of Learning Development.
- Being a Form Teacher when required and being responsible for the pastoral care of boys in the form.
- Preparing, marking and displaying work to facilitate positive pupil development.
- Meeting requirements for the assessment and recording of pupils' development.
- Encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Preparing boys for Kent Selection Tests (11+) and senior school tests in Verbal and Non-Verbal Reasoning, and in Mathematics.
- Working with scholars to help them prepare for scholarship exams.
- Providing feedback to parents on pupils' progress at parents' evenings and other (often less formal) meetings.
- Staying up to date with changes and developments in the structure of the curriculum as directed by the school / external organisations
- Carrying out duties assigned and covering lessons as necessary.
- Liaising with colleagues and working flexibly.
- Leading assemblies when needed.
- Taking part in school events that may be run at weekends or evenings, such as Speech Day, Carol and Easter services.
- Teaching Saturday school once each term (Year 8 only).
- Organising and accompanying school trips and a residential trip if required.

Also:

- To attend INSET, twilight and staff meetings as required / appropriate.
- To run a club(s) to support the extra-curricular provision of the school
- Undertake any other tasks or duties that the Headmaster may reasonably assign.

Person Specification:

- A caring, enthusiastic, team player with good communication skills.
- Ability to support up to 13+ scholarship level.
- Experience in a similar setting would be an advantage, but not essential, in addition to appropriate qualifications.

This job description is subject to review in line with the developing needs of the school.

Solefield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Dougal Philps
November 2018