

# St Peter's School Bournemouth

*With Christ as our guide;  
Learning together;  
Loving God and each other;  
Becoming the best we can be*

## **JOB DESCRIPTION: Head of Mathematics and Computing MPR/UPR plus TLR 1.2 Ability to teach to 'A' level is essential**

**Post Holder's Name:**

**Responsible to:** SLT member for Mathematics and Computing

**Responsible for:** The Mathematics and Computing Departments

**Main Duties and Responsibilities:** the leadership, management and development of Mathematics and Computing

*The School Teachers' Pay and Conditions Document 2018 sets out the overriding requirements of the role and responsibilities of all Teachers*

**In addition, the Head of Mathematics and Computing will have the following responsibilities:**

- Support the aims and objectives of the School, having particular concern for its nature and purpose as a Catholic School (see Mission Statement).
- Take responsibility for the day to day management
- Establishing a clear vision for the teaching of Mathematics and Computing throughout the department and communicate this effectively to pupils and parents/carers.
- Leading the Teaching and Learning of Mathematics and Computing
- In conjunction with other post-holders within the department;
  - Establish a shared understanding of what constitutes outstanding teaching and learning.
  - Develop collaborative strategies for improving teaching and learning that involve all teachers and reach beyond to other subject areas as appropriate.
- Ensure the department is kept up to date with curriculum developments and effective teaching techniques and approaches relevant to the specific Key Stage
- Support teachers in planning appropriate strategies to achieve outstanding pupil progress
- Monitor and evaluate assessment data in Mathematics and Computing at the relevant Key Stage to identify trends in pupil performance and issues for development. Determine

intervention strategies to address issues for development that are identified. Evaluate and report on their effectiveness.

- Be accountable for all matters of discipline within the Key Stage, in accordance with the school's published discipline policy.
- Manage the department's resources related to the relevant Key Stage.
- Ensuring that arrangements for the appraisal and review of teacher performance are effectively discharged and their impact monitored.

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### *Additional Information*

*At St Peter's school it is our practice to vary the specific management/leadership responsibilities in line with the needs of the school. This will be carried out in consultation with the post holder. TLR post holders will be expected to act as team leader for appraisal and the review of teacher performance and will be held accountable for their areas of responsibility including the performance of members of their team. All leaders are to have special regard for the Catholic character of the school.*

***NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.***

*This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative*

### **SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher.

Signed ..... Post Holder      Date .....

Signed ..... Headteacher      Date .....

Agreed: January 2019

Review: September 2019