

 LUCTON SCHOOL

 **Job Description and Person Specification**

**Head of Maths**

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| **Job Description****Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.** |
| **Post title:****Working Hours:****Remuneration:****Responsible to:****Start Date:**  | **Head of Maths** **Monday - Friday (8:30 am to 5:30 pm) as per School Calendar****Based on experience****Headmaster****Sep 2025** |
| **Main Responsibilities:** | This list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post:**The Head of Maths is responsible for: -**1. Creating long term strategic plans to maintain success through Local and National competitions
2. Overview of all curricular activities and actively involved in all creative programmes
3. Contribute to the co-curricular life of the school
4. Strategic view over a modern creative curriculum, creating a balance of curricular and co-curricular activities
5. Oversee and be actively involved in entries for all Local and National competitions
6. Work with Scholars liaising closely with the Pastoral and Achievement Co-Ordinator
7. Oversee information of SOCS, Twitter and various media platforms
8. Keep abreast of key developments in the world of Mathematics and Computing
9. Support other Heads of Faculty in whole school numeracy strategies
10. Work closely with the Director of Marketing and Admissions to provide opportunities for the recruitment and retention of students for the school

**Generic Head of Faculty: Managing Learning and Teaching** 1. Develops and implements effective systems for curriculum planning enabling the needs of learners to be met and targets to be achieved
2. Manage the development and production of an appropriate curriculum, which meets the needs of students and the Lucton community and ensures that the students experience a wide variety of teaching methodologies
3. Monitor and evaluate the effectiveness of learning and teaching, responding as appropriate
4. Contribute where appropriate to curricular and career guidance
5. Ensure that mechanisms are in place to ensure quality assurance in assessment and reporting.
6. Make arrangements for recording and reporting students’ progress
7. Be responsive to parental enquiries and concerns
8. In consultation with the Department create a timetable which manages the needs of the students, the School and individual members of staff
9. Develops arrangements which promote positive relationships and celebrate success
10. Promotes high expectations for achievement amongst all students and staff
11. Create a positive ethos where staff and students are valued for their individual contributions and equality of opportunity is promoted
12. Enrich the curricular and extra-curricular work of the Department through:
* Clubs
* Competitions
* Trips and visits
* Conferences and special events -
1. Promote the profile of the Department and the subject(s) taught
2. Promote positive discipline and achievement based on rigour and care
3. Work in partnership with parents to ensure that they are involved in, and aware of, their child’s experiences
4. Ensure that systems are in place to meet the care, welfare and protection of students within the Department

**Managing People** 1. Ensure that systems are in place to monitor, evaluate and improve the continuing professional development of individual and working groups
2. Negotiate and agrees target and appropriate support for teams and individuals
3. Manage auxiliary help and technicians
4. Agrees success criteria for ongoing monitoring and evaluation and provides constructive feedback to teams and individuals on their performance
5. Create a secure, open and positive environment in which staff review and self-evaluation is on-going
6. Support student teachers in the faculty
7. Observe classroom practice and feed back to staff
8. Encourage and enable staff to observe each other in the classroom.
9. Review staff performance via the Trust’s appraisal system
10. Liaise with the Deputy Head Academic to ensure staff CPD needs are being met
11. Delegate tasks where appropriate
12. Ensure that there is a system in place to monitor and evaluate teams working on development tasks

**Managing Policy and Planning** 1. Reviews, develops and maintains structures which support a consultative approach to decision making
2. Encourages discussion of and gains agreement for school values, aims, policies and plans
3. Lead the Faculty by creating a clear vision
4. Make an effective contribution to the work of committees within the School as appropriate
5. Make an effective contribution to the work of the whole school
6. Promote the Faculty and School ethos, culture, values and policies and encourage members of the department to do likewise
7. Build, maintain and motivate an effective team, creating a strong sense of group cohesion
8. Support all staff to enable them to meet the demands of the curriculum
9. Produce a Faculty Development Plan, which reflects the needs of the students, Faculty, School and national bodies
10. Use the Faculty meeting as a forum to ensure discussion and policy formulation and ensure minutes are recorded and distributed
11. Develop and maintain a Faculty Handbook as a working document, which outlines the work of the Faculty
12. Encourage staff to contribute to the wider life of the School
13. Provide good and timely information
14. Ensure that all administration relating to internal and external examinations is accurate and completed on time
15. Ensure that all administration relating to awards and prize giving is accurate and completed on time
16. Ensure that all administration relating to booklists and booklets is accurate and completed on time
17. Ensure that all administration relating to staff absence is accurate and timeously submitted
18. Disseminate information to the Faculty from various committees such as ALT or SLT
19. Liaise with the Marketing and Admissions team to ensure all faculty information is up-to date.

**Managing Resources and Finance** 1. Identifies resources needed to support the implementation of school policies
2. Play an active role in the selection and appointment of new staff
3. Create a clean and attractive environment which is conducive to effective learning and teaching
4. Identify and requisition resources to enable the faculty to implement the School Development Plan at Faculty level
5. Identify and requisition resources to support and develop effective learning and teaching
6. Deploy staff to maximise their contribution to the faculty
7. Ensure that accommodation is sufficient and appropriate
8. Ensure that health and safety matters are dealt with including all risk assessments
9. Ensure that all resources are organised, accessible and well maintained
10. Ensure that the fabric of the faculty is properly maintained through liaison with the Site Manager and the estates staff
11. Negotiate and secure agreement for budget with school staff
12. Negotiate and manage the faculty budget, exercising financial prudence and rigour.
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| **Person Specification** **Lucton Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
|  | **Essential** | **Desirable** | **Method of Assessment**  |
| **Qualifications** | Relevant Degree Level Educated  |  | Production of the Applicant’s certificates |
| **Experience:** | An outstanding classroom practitioner capable of inspiring pupils with a love of learningAn innovative, imaginative approach to teaching and learning Proven ability to relate well to and communicate effectively with students, staff and parents A collegiate working style with the ability both to lead the Faculty and to work as part of a team. Ability to prioritise effectively and to work under pressure and to tight deadlines. Experience of leading initiatives Evidence of a continuing academic interest in specialist subject An understanding and commitment to Lucton aims and values | Experience of the independent school sector, and how individual schools operate within.   Experience leading aSubject area.  | Application FormInterviewProfessional references |
| **Skills** | * An excellent written and verbal communicator.
* Excellent time management skills.
* An exceptional leader and teacher.
* The ability to contribute to the school as a whole.
* Leadership
 |  | Application FormInterviewProfessional references |
| **Knowledge/ and Abilities** | * Excellent, up to date, working knowledge of the National Curriculum and how independent schools operate within it.
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* Know a range of assessment approaches, and how to use the data collected from it to best benefit the pupil.
 |  | Application FormInterviewProfessional references |
| **Personal competencies and qualities:** | * A commitment to lifelong learning for all.
* The ability to remain calm in many situations that involve children, adults and wider members of the school community.
* A strong commitment to continued personal development.
* Flexible, adaptable and enthusiastic.
* The ability to motivate and inspire.
* A willingness to contribute to extra-curricular activities and other aspects of school life.
 |  | Application FormInterviewProfessional references |