



Packwood Haugh School Head of Maths Job Description

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be modified or amended at any time after consultation with the holder of the post.

BACKGROUND

Packwood Haugh is a thriving day and boarding school for 4 to 13 year-olds, set in rolling Shropshire countryside. We have a pre-prep known as 'Packwood Acorns' for Reception - Year 2, and the main school educates children in Years 3 – 8. There is a two thirds/one third split between boys and girls and an equitable split between boarders and day children. The school has an excellent record at both Common Entrance and Scholarship and sends pupils to leading independent senior schools across the country. We are blessed with outstanding facilities.

JOB PURPOSE

The Head of Maths post is responsible for a department of Maths teachers from Years 3 to 8, and will teach primarily in Years 6 to Year 8. The Head of Maths also takes an overview of the Maths taught in the Pre-Prep. Pupils are prepared for Common Entrance and Scholarship to a variety of senior schools.

AS HEAD OF DEPARTMENT...

Curriculum

- Determine the aims and objectives of the department, ensuring compatibility with those of the school.
- Maintain awareness of curriculum developments in the subject and encourage departmental colleagues to do the same.
- Produce a departmental handbook outlining the aims and objectives. The handbook should be updated annually.
- Produce and regularly update schemes of work and curriculum documents.
- Monitor the teaching within the department.
- Take overall responsibility for the demands of Common Entrance and Scholarship courses.
- Monitor the work and assessment of pupils.
- Mark and assess the work of potential entrants to the school as required.
- Maintain regular communication (where appropriate) with Senior School Heads of Department, especially about Common Entrance and Scholarship.
- Contribute to the overall curriculum planning of the school.

- Provide advice to parents and pupils re academic progress and future prospects.
- Provide opportunities for pupils to broaden their interest in and knowledge of the subject; foster cross-curricular links where appropriate; and contribute to the coverage of the ICT syllabus.
- Encourage departmental staff to produce stimulating displays, especially including recent work produced by pupils.

Departmental Staff Manager

- Provide direction and give support to departmental staff as appropriate.
- Encourage teamwork within the department.
- Direct and promote INSET within the department in consultation with the Headmaster to enable development of talents relevant to the needs of the department, and of members of staff.
- Assist in the interview process for candidates for teaching/support posts within the department.
- Induction of new staff.

Organisation of the Department

- Create an organisational structure for the department that encourages the generation of ideas and the allocation of responsibilities.
- In consultation with the Headmaster, deploy staff to cover the teaching needs of the department, to make best use of their strengths and to provide development opportunities.
- Organise teaching resources.
- Adopt safety policies appropriate to the needs of the department.
- Chair regular minuted departmental meetings.
- Take overall responsibility for the organisation of trips within the department.

Communications

- Represent the views of the department within the school and at Heads of Department meetings.
- Report to the department on school issues.
- Discuss plans with the Director of Studies and Headmaster as appropriate.
- Communicate with parents and inform/consult class teacher, form tutor, Director of Studies and/or Headmaster as appropriate.
- Create and foster links with other schools and the community where appropriate.

Finance and Resource Control

- Produce an itemised annual budget for submission to the Bursar and Headmaster, taking account of the development needs of the department.
- Operate within the agreed budget, keeping appropriate records.

- Ensure that copyright and licensing regulations pertaining to printed materials, recordings and software are not breached.
- Report requirements for maintenance and decoration of rooms within the department to the Headmaster.

Further Head of Department Responsibilities

- UKMT entries

AS TEACHER...

Packwood teachers carry out their duties responsibly and with regard for the best interests of their pupils and the school. In particular teachers are expected to:

- Conduct themselves in an appropriate professional manner at all times and to support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, including the school's aims and policies, and their own departmental handbook and endeavour to follow closely the guidance and schemes of work provided in these documents.
- Ensure that they are familiar with the school's health and safety guidance and be mindful of their own health and safety and that of their pupils.
- Undertake the preparation, marking and report writing required to ensure that their pupils achieve the highest possible standards.
- Have a responsibility to ensure the safety and good conduct of the pupils, following the guidance in the Staff Handbook and helping to enforce the Packwood Code and Way.
- If full-time, be prepared to undertake the role of a form tutor or personal tutor as described in the Teaching Staff Handbook.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by the Senior Teachers punctually, efficiently and in accordance with the guidance in the Staff Handbook.
- If present in school, attend full school assemblies at least twice a week, unless they have requested from the Headmaster that they be excused.
- Attend staff meetings, parents' evenings, Speech Day and similar important functions out of school hours; be willing to accompany school trips.
- Notify the Deputy Head as early as possible if they are going to be absent from school and, if absence is for personal reasons, set appropriate work. Self-certification forms must be completed for sickness (for one to seven calendar days, after which a doctor's note must be provided) and submitted to the Bursar.
- Attend relevant in-service training each year, after obtaining the consent of the Headmaster.
- Submit to a staff/departmental review every 2 years.

GENERIC GENERAL JOB DESCRIPTION FOR A MEMBER OF STAFF AT PACKWOOD HAUGH

In addition to the teaching / Head of Department role that a main school member of staff at Packwood may have, the following further responsibilities are likely to apply:

Form Tutor*

Sixes Staff*

Evening Club - 1per week during Winter terms

Junior Activities - as allocated according to teaching timetable

Sunday Trips/Activities – 1 per term

Daily Duty* – once a week

Sunday Duty* – once a term

Take preps

Games coaching

Taking a table at lunch

*Further details can be found in the Staff Handbook.

The member of staff is also required to carry out any other duties that the Headmaster might reasonably request from time to time to facilitate the smooth running of the school

Headmaster

September 2017