



JOB DESCRIPTION – HEAD OF MATHS

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

PROFILE OF THE SCHOOL:

An outstanding and leading Independent Co-Educational EYFS, Pre-Preparatory and Preparatory School for girls in Windsor. Upton House is known for being a caring, family school with a strong sense of community and friendship.

QUALITIES:

- dynamic and engaging
- excellent classroom practitioner
- able to teach Mathematics to Common Entrance and Scholarship level
- excellent communicator
- team player
- able to contribute to the wider life of the school

TITLE :

Head of Maths (Teaching KS2 but leading throughout the school)

PURPOSE OF JOB

To provide leadership in the development and management of mathematics and the use of resources within Key Stage 2: and to ensure continuity of mathematics throughout the school by liaising regularly with the Deputy Head and the appropriate co-ordinator at Key Stage 1. To teach pupils within the school and to undertake such other duties consistent with the nature and responsibility of the post which the Head may from time to time determine.

RELATIONSHIPS

Accountable to the Head for all staff matters, liaising with Deputy Head, Heads of Department and all members of staff.

Responsible to the Head for teaching duties and responsibilities, and for teaching tasks. Interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of

teaching and learning in the school, with particular reference to Mathematics.

RESPONSIBILITIES AND KEY TASKS

- (a) Advise the Deputy Head and colleagues on the implementation of National Curriculum Mathematics, Key Stage 2 requirements and other Mathematics activities and the broader relevance of Mathematics to the Upton House curriculum and the school aims and policies.
- (b) Seek to ensure the effective use of the school's equipment, resources and facilities for the teaching of Mathematics at Key Stage 2.
- (c) To monitor the implementation of the Mathematics curriculum at Key Stage 2 and liaise with the Key Stage 1 co-ordinator to ensure continuity.
- (d) Promote other Mathematics teaching and learning within the Key Stage 2 curriculum always liaising closely with the Deputy Head.
- (e) Provide support to colleagues in the teaching of Mathematics, co-ordinate, plan and lead, together with the Key Stage 1 co-ordinator when necessary, in-service training relevant to this and participate in meetings designed to integrate the work of the co-ordinator into the management of the school as a whole.
- (f) Liaise with the Deputy Head re the requisition, storage, maintenance and deployment of resources and equipment needed for the teaching of Mathematics in accordance with the school's policy.
- (g) Assist the Head in the preparation of reports relating to the teaching of Mathematics if these are requested by the Council of Management or outside agencies.
- (h) Ensure examples of Mathematics work are displayed throughout Key Stage 2.
- (i) Recognise examples of good practice and encourage a collaborative approach between staff.
- (j) Keep up to date by reading and attending courses and seminars as appropriate.
- (k) Consider and encourage the growth of cross-curricular approaches.
- (l) Teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Head.
- (m) To undertake such other duties consistent with the nature and responsibility of the post which the Head may from time to time determine.



Person Specification – Teaching Staff

Upton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential qualities

- recognised teaching qualifications
- professional approach to parents and colleagues
- motivation and enthusiasm to work with children
- emotional resilience in the working environment
- sense of humour
- loyalty and confidentiality in and out of working hours to the school
- team player
- supports the school's commitment in safeguarding and promoting the welfare of children and young people
- an updated knowledge of current educational practice
- ability to produce differentiated lessons that cater for a wide range of learning ability
- ability to use information technology to supplement education
- ability to communicate effectively to a variety of audiences both orally and in writing
- interested in extending knowledge and developing professional practice through training
- keenness to use initiative and be given responsibility
- ability to work some hours additional to normal working hours for purposes of training, meetings and parents evenings without additional pay