

JOB DESCRIPTION FOR HOD – MATHEMATICS

FULL TIME POSITION: 4PMU + 1FTMU - RESPONSIBILITY FOR MATHEMATICS

RESPONSIBLE TO: PRINCIPAL

RELATING TO:

- Assistant Teachers of Mathematics
- Mathematics Faculty Management Unit holders
- Senior Leadership Team
- Ancillary Staff
- Deans

OBJECTIVES:

- To facilitate Mathematics programmes in the College
- To take particular responsibility for Year 9 and 10 Mathematics programmes.

PROFESSIONAL RESPONSIBILITIES

- Head of Faculty
- Staffing
- Ensure department goals align with the school goals
- Management plan
- Faculty policies and procedures
- Schemes
- Prepare and manage annual faculty budget
- Annual Report
- Appointment of new teachers
- Supervision of beginning teachers
- Lead Professional Learning in the department
- Oversee appraisal and attestation of Mathematics teachers
- Class & room allocation (timetable liaison)
- In-class support
- SLT liaison
- Reports
- Resources
- NZQA Moderation
- Student teachers
- Textbooks
- Day to day running of the faculty
- Discipline
- Represent the faculty at HOD meetings
- Meet on a regular basis with management unit holders in the faculty
- Recognise and promote Mathematics as important subjects for students to study - Allocate senior subject responsibilities (years 11-13)
- Placement of incoming Year 9 students
- Oversee Mathematics programme including Advanced Learners' and Mathematics literacy-based classes
- Faculty Statistics and Reporting
- Oversee ancillary help in the faculty