



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POST: Head of Mathematics (Prep)

Basic Information

JOB TITLE	Head of Mathematics (Prep)
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DIRECT LINE MANAGER	Head of Prep School
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Main Purpose:

To support the Head in the delivery of the Prep School academic programme, with a particular focus on teaching and learning.

The Head of Mathematics in the Prep School is responsible for the subject from Years 1 – 8. He/She is supported in this task by the Pre and Lower Prep Mathematics coordinators and will work closely with the assistant heads for teaching and learning.

A great many Wellington pupils are enthusiastic, dedicated young mathematicians. Parents have high expectations or outcomes in this subject. It is expected that the Head of Mathematics will have a clear vision, a range of practical strategies for enacting these, and the personal commitment required to sustain and build on a culture of excellence.

In addition to the expected generic duties of the position (as described, below), the Head of Mathematics will be expected to demonstrate and share their own interest in the subject, to foster an enjoyment of mathematics among pupils of all levels of ability and ages, ensuring that the curriculum is based on rigour and scholarly challenge and that there is a commensurate co-curricular programme to support and extend pupils at all levels. Each year pupils take part in mathematics competitions both within school and in wider China to test their skills in situations beyond the normal syllabus.



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General:

- The Head of Department will be responsible for running the relevant academic subject. The subject teachers within the department will be provided with an outline job description and the Head of Department is expected to show discretion in allocating jobs and responsibilities within his/her team.
- The Head of Department should provide leadership and direction to all members of the department at the appropriate times.
- The Head of Department should play the key role in appraisal of all staff within the department.
- In periods of absence from the College during term time, the Head of Department will arrange cover, as per the cover timetable, and ensure suitable work is provided.
- A departmental development plan will be prepared during the Michaelmas Term and submitted to the Head of Prep.

Duties:

The expected generic duties of the Head of Department include:

- 1. Responsibility for managing the departmental curriculum, including:**
 - reviewing schemes of work and monitoring their use by staff;
 - establishing effective methods of assessment of pupils' work, analysing the results and implementing changes to teaching and learning as a result;
 - keeping up-to-date with subject developments outside the College and bringing them to the attention of colleagues;
 - providing advice and guidance about future developments in curriculum, pedagogy, staffing and resourcing, as required by the Head;
 - fostering, by example, a spirit of academic enquiry within the department;
 - ensuring there are appropriate co-curricular activities associated with the department to complement and extend the department's teaching;
 - active liaison with colleagues in the Senior School to ensure alignment of curriculum and timely sharing of information in respect of assessment and pupil progress.
 - 2. Responsibility for managing the staff in the department, including:**
 - providing an effective induction programme for new members of the department;
 - arranging for the observation of teaching as a matter of good practice and to provide constructive feedback to staff concerned;
 - ensuring that rewards and sanctions are effectively used by staff;
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- providing support to members of the department in any matters involving discipline in the classroom;
- delegating appropriate tasks to create a sense of teamwork within the department and aid professional development;
- ensuring that staff are aware of pupils with learning, medical, social or other difficulties and providing appropriate support;
- managing relief teaching when staff are absent;
- annual appraisal of the teaching of members of the department in accordance with the policies and procedures mandated by the College;
- working with the Head of the Prep School in monitoring overall workloads of members of the department;
- monitoring the writing of academic reports on pupils by staff in the department;

3. Responsibility for managing the pupils being taught in the department, including:

- ensuring that pupils are taught in appropriate groups according to the policies of the College and the intellectual requirements of the subject;
- moderation of pupils' work;
- fostering high standards of pupil work;
- communicating effectively with parents in relation to areas such as pupil placement within classes or sets, outcomes of assessment and curriculum pathways.

4. Responsibility for the administration of the department, including:

- holding and recording the minutes of regular department meetings to exchange ideas and inform and develop good practice;
 - producing an annual report for the Head;
 - allocating teaching space to staff and ensuring that the fabric thereof is respected by pupils;
 - keeping accurate inventories of fixed assets in the department;
 - where appropriate, managing ancillary staff;
 - managing the departmental budget effectively;
 - responding constructively to requests from other functions within the College and across the Wellington group of schools for advice and assistance, such as the admissions department, marketing department and bilingual schools;
 - ensuring that displays in and around the department's teaching area are stimulating, helpful to pupils and indicative of the high standards the school expects.
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