



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Assistant Head of Faculty in Maths
Reporting to	Head of Faculty
Main purpose of job	<p>The successful applicant will support the Head of Faculty in assuming overall responsibility for leading the development of the faculty across both Key Stages.</p> <p>To ensure, by means of effective leadership and management, consistent excellence in the standards and achievement, teaching and learning, the quality of provision and personal development for all pupils.</p>
Key responsibilities:	
<ul style="list-style-type: none">• To continue to raise standards of pupil achievement and attainment in the faculty across all Key Stages through forensic analysis of pupil progress and proactive intervention• To ensure that all members of staff are accountable for pupil achievement and attainment through assessment and monitoring, intervening where necessary to ensure the highest standards are maintained• To develop and enhance teaching and learning across the faculty by sharing good practice and contributing to the faculty Inset programme• To work cooperatively with the faculty to ensure that the Schemes of Work are up to date, reflecting national initiatives and curriculum changes• Ensure the provision of a broad, balanced, relevant and differentiated curriculum that meets the needs of all learners• To assist the Head of Faculty in the monitoring of the quality of teaching and learning across the faculty• To oversee the day-to-day management of the department including making appropriate arrangements for absent staff and the implementation of minimum operating standards• Contribute to the writing of the Faculty Improvement Plan (dSIP) and dSEF in partnership with the Head of Faculty to ensure the faculty's shared vision for the school• To be responsible for the co-ordination and evaluation of intervention strategies at KS3 & KS4• To ensure appropriate support, guidance and advice is provided for all staff including NQT's and student teachers within the faculty• To organise and manage others as part of the appraisal line management process• To monitor the setting and assessing of homework in accordance with faculty and school policy• To support the Head of Faculty in the implementation of an effective behaviour management strategy for the faculty• To support the planning and coordination of wider intervention activity (including revision classes, booster classes, holiday revision school)• To prepare and coordinate internal examinations each half term. To work with the examinations officer and the Head of Faculty to organise Mock and external examinations• To deputise when required for the Head of Faculty.	

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Qualifications and training	Essential <ul style="list-style-type: none">• Qualified Teacher Status• Evidence of recent and relevant professional development Desirable <ul style="list-style-type: none">• Good Honours Degree (2:1 or above)• Second subject qualifications
Experience	Essential <ul style="list-style-type: none">• Proven excellence as a classroom practitioner, to be able to teach their associated subject up to GCSE standard• Successful classroom practitioner with a record of excellent examination results Desirable <ul style="list-style-type: none">• Experience of leading or mentoring colleagues• Evidence of involvement and impact at a faculty level
Knowledge	Essential <ul style="list-style-type: none">• Full working knowledge of the National Curriculum requirements for specialist subjects• Understanding of the principles of an effective curriculum and qualifications framework• Current knowledge of evidence-based strategies to raise standards of teaching and learning• Knowledge and understanding of current educational issues and the ability to respond to them strategically• Ability to provide open and honest feedback to bring about improvements• Understanding of the principles of effective leadership and management and the ability to apply them• To be able to work as a member of a team• To be committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them• Take responsibility for their own professional development and to keep up to date with research and developments in both their subject and teaching methodology• Demonstrates well developed knowledge and understanding of the latest innovations in education• To be able to assist in the planning and organisation of school trips/visits Desirable <ul style="list-style-type: none">• Commitment to providing subject enhancement opportunity through the extended curriculum• Confidence in using ICT to aid pupils' learning• Understanding of latest research and publications informing educational practice
Skills and abilities	Essential <ul style="list-style-type: none">• To be able to work effectively with pupils, staff, parents and members of the community• Unwavering commitment to improving the life-chances of young people

	<ul style="list-style-type: none"> • To be able to work with/develop our business partner links in enhancing provision for learning • Has a strong and influential presence around school, being an excellent role model for staff and pupils • Has high expectations and aspirations for all staff and pupils • Models and upholds the highest standards of professional conduct • Self-aware and committed to personal and professional development • Is loyal, reliable, committed and has high levels of integrity
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