



Notley High & Braintree Sixth Form

Job Description & Person Specification

Head of Maths Faculty

Faculty	Maths
Job title	Head of Maths Faculty
Responsible to	Head of school

Responsible for	<ul style="list-style-type: none">• Ensuring that the maths curriculum is coherently sequenced across all key stages (3-4) and year groups (7-11), thereby enabling every student to achieve their target grades.• Monitoring that there is regular standardisation and moderation of work in all year groups to ensure that assessment is accurate and consistent.• Ensuring that school policies are implemented within the Maths Faculty – including those relating to behaviour and safeguarding.• Ensuring that the Maths Faculty's self-evaluation is effective both in terms of staff performance and the academic standards reached.• Producing the annual Maths Faculty Improvement Plan to address the priorities identified for further development.• Managing the Maths Faculty and its resources, including the deployment of all staff, the appropriate delegation of tasks and the effective use of all finances.• Ensuring that there is effective tracking of all students' progress across each key stage so that through accurate identification, any underperformance is supported by effective intervention programmes whose impact is closely monitored.• Ensuring that in each examination key stage, appropriate revision resources and interventions are in place to fully support each student in achieving their best possible outcome.• Ensuring that all staff in the Maths Faculty follow the agreed performance management systems and that appropriate training is provided to meet identified needs. This includes the accurate and continuous evaluation of staff performance, and if necessary, following the capability procedure.• Ensuring that all staff in the Maths Faculty have opportunities for appropriate professional development.• Ensuring, along with the TLR postholders within the Maths Faculty, that there is a vibrant extra-curricular programme for students and regular house events.• Assisting in the appointment of staff to the Maths Faculty as required.• Ensuring that regular and appropriate homework contributes to learning according to the school's Homework Policy.
Accountable for	<ul style="list-style-type: none">• The standards (this includes attainment and progress outcomes) reached by all students across Key Stages 3-4. This includes ensuring that regular data analysis occurs and that there is effective intervention in place to make sure those students who are underachieving make rapid progress to reach their target grades.• The standard and quality assurance of teaching and learning throughout the Maths Faculty, ensuring that 'best learning' takes place in every lesson.



	<ul style="list-style-type: none"> Ensuring that the dialogue about and development of high-quality teaching and learning is at the forefront of everything the Maths Faculty does. The effective and appropriate use of resources.
Expected to	<ul style="list-style-type: none"> Have a highly competent understanding of what outstanding teaching and learning looks like. If required, the Head of the Maths Faculty will mentor and coach staff causing concern within the faculty. Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students. Ensure the learning environment in the Maths Faculty is of a high quality and tidy and safe. Ensure that the Maths Faculty is represented on all relevant school working groups. Carry out regular learning walks and book checks to assist with quality assurance and in support of the faculty. Raise any concerns with their SLT line manager as necessary. Lead the staff within the Maths Faculty by example, with motivation and enthusiasm, on all new school initiatives. Attend all relevant meetings appropriate to the role, as specified by the school. Carry out, following consultation, any other reasonable task determined by the Executive Headteacher

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	Degree in relevant subject.	E
	Qualified Teacher Status (QTS).	E
	First Aid Qualification or willingness to undertake training.	D
Knowledge & Experience	Recent experience of working in a secondary school setting.	E
	Experience of teaching KS3 and KS4 (GCSE) in subject specialism.	E
	Strong subject knowledge and ability to deliver engaging lessons.	E
	Understanding of Assessment for learning and the ability to apply it effectively.	E
	Ability to use a range of teaching strategies to engage and motivate students.	E
	Ability to differentiate effectively to meet the needs of all learners.	E
	Understanding of literacy development across the curriculum.	D
	Awareness of current developments in education and subject pedagogy.	D
	Understanding and commitment to implementing whole school policies, including Safeguarding, Child Protection, and Behaviour.	E
	Ability to use student data to inform planning, set targets, and monitor progress.	E



	Experience of engaging with external partners to support student learning and school development.	D
Skills and attributes	Strong behaviour management skills.	E
	Creative use of resources, including digital technologies.	E
	Efficient organisational and time management skills.	E
	Ability to work collaboratively as part of a team, share resources and improve practice.	E
	The ability to shape a vision for the future of the faculty and to achieve this through the construction and implementation of a carefully considered improvement plan.	E
Personal qualities	Ability to manage time and prioritise workload.	E
	Commitment to ongoing professional development.	E
	Willingness to contribute to extra-curricular activities.	E
	Ability to build positive working relationships with students, staff and parents.	E
	Good attendance and punctuality record, professional appearance and conduct.	E
Other	Committed to equality and diversity and inclusion.	E
	Commitment to own continuous personal and professional development.	E
	Adherence to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated (April 2025)