

Job Profile

Job title	Faculty Leader for Mathematics
Reporting to	Senior Leadership Team
Salary / Grade:	Leadership pay scale L7-11
Core purpose:	<p>To lead and manage the Mathematics faculty to improve teaching & learning within the department.</p> <p>To carry out the duties of a Teacher in accordance with the School Teachers' Pay and Conditions Document and other relevant statutory provisions.</p> <p>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum to designated students, incorporating National Curriculum requirements and in line with curriculum policy.</p> <p>To work towards and promote the vision and the aims outlined in the College Improvement Plan.</p>

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Core requirements of a Head of Faculty:

As a Head of Faculty, you shall carry out the professional duties of a teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

This post carries a leadership level salary for a sustained and significant additional responsibility that is not required of a classroom teacher.

This post:

- Must focus on teaching and learning
- Requires you to exercise your professional skill and judgement
- Must have impact on the educational progress of students other than those you teach
- Involves you leading, developing and enhancing the teaching practice of other staff and students

Purpose

- To raise standards of student attainment and achievement within the department and to monitor and support student progress
- To be accountable for student progress and development within the department
- To develop and enhance the teaching practice of others

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the college and the curricular policies determined by the Governing Body and Headteacher of the college
- To be accountable for leading, managing and developing the department, working with the faculty leader
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio

Core Duties

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- The day to day management, control and operation of course provision within the department, including effective deployment of staff and physical resources
- To fully engage with the whole college CPD programme, ensuring impact at departmental level
- To actively monitor and follow up student progress across the department
- To implement all college policies and procedures across the department
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the college
- To lead and manage the business planning function of the department, alongside the faculty leader, to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP and the aims and objectives of the college
- To link with the Literacy Co-ordinator to ensure that the work in the department fully reflects the college's distinctive ethos and mission
- To liaise with the SENCO to ensure that the needs of all SEND students are met and that all students are able to access the curriculum
- To oversee the application of ICT in the department
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the college's Support Manager.

Curriculum Provision

- To liaise with the Assistant Head (Teaching and Learning) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College Improvement Plan/College Evaluation
- To be accountable for the development and delivery of the subject curriculum

Curriculum Development

- To lead curriculum development for the whole department
- To keep up to date with national developments in the subject area, teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies
- To ensure that the development of the department is in line with national developments



Recruitment and Development of Staff

- To work with the Assistant Head (Teaching and Learning) to ensure that staff development needs within the department are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of any support staff
- To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department and liaising with the Cover Supervisor to secure appropriate cover within the department
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the college's ITT and GTP programme
- To be responsible for the day to day management of staff within the department and to act as a positive role model

Quality Assurance

- To establish the process of the setting of targets within the department and to work towards their achievement
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the college procedures for lesson observation
- To implement college quality procedures and to ensure adherence to those within the department
- To monitor and evaluate the curriculum area/department in line with agreed college procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the department's quality assurance procedures meet the requirements of Self Evaluation and the Strategic Plan

Management Information

- To ensure the maintenance of accurate and up to date information concerning the department
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the quality assurance cycle for the department
- To produce reports on examination performance, including the use of progress and value-added data
- To manage the department's collection of data, both internally and whole college
- To provide the Governing Body with relevant information relating to the departmental performance and development
- To be available to meet with and support staff within the department, where necessary, before and after college on a regular basis

Communications

- To ensure that all members of the department are familiar with its aims and objectives
- To effectively run and/or participate in departmental meetings as directed by line manager



- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner colleges, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the department's views and interests

Marketing & Liaison

- To contribute to the college liaison and marketing activities, for example the collection of material for press releases
- To lead the development of effective subject links with partner colleges and the community, attendance where necessary at liaison events in partner colleges and the effective promotion of subjects at Open Days/Evenings and other events
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Assistant Head (Curriculum) in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System

- To monitor and support the overall progress and development of students within the department
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place

Expectations of all teachers:

Teachers within the Two Counties Trust ensure that the education of students is their first concern and are accountable for maintaining high standards of professional conduct.

Our teachers are expected to:

- Set high expectations which inspire, motivate and challenge students to fulfil their potential.
- Demonstrate consistently high standards of personal and professional conduct.
- Ensure that students are offered engaging and high quality learning opportunities.
- Facilitate, support and monitor the progress and development of students.
- Demonstrate good, current subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all students.
- Make accurate and productive use of assessment.
- Treat students with dignity, building relationships which are rooted in mutual respect, observing proper boundaries as appropriate to their professional role.



- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Show tolerance of and respect for others.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Manage behaviour effectively in order to maintain a good and safe learning environment.
- Actively engage with performance improvement and undertake professional development activities to enhance self and job performance.

Teaching & Learning responsibilities:

Our teachers are expected to:

- Plan, teach and evaluate lessons, ensuring that the learning experience for all students is well matched to their educational needs.
- Create a stimulating environment for teaching and learning using a variety of methods which are appropriate to students' learning styles and the varying demands of curriculum.
- Deliver a high quality learning experience that meets internal and external quality standards.
- Assess, record and report on the attendance, progress, development and attainment of students.
- Provide set targets for students and provide feedback, ensuring students know how best to improve, maintaining accurate and relevant records as required.
- Maintain a positive, conducive and safe learning environment, being aware of and responding to any health and safety issues.
- Encourage high standards in punctuality and presentation of work.
- Set high expectations for students' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the behaviour policy.
- Use ICT appropriately and creatively to support effective learning.
- Consistently apply and support the development of policies which enable effective learning and inclusion.

Working with others:

Our teachers are expected to:

- Form professional and co-operative working relationships with colleagues.
- Share knowledge and expertise concerning the content, teaching strategies and learning activities that represent good practice in the relevant curriculum area(s).
- Support colleagues in the formulation of appropriate methods of assessment and recording for their curriculum area.
- Trial materials, strategies and interventions related to the subject and sharing these, and their outcomes, with colleagues in staff meetings.
- Work with parents and carers as partners in order to raise standards and achievement.

Other Duties relevant to the role:

Our teachers are expected to:

- Support and adhere to all quality assurance procedures.
- Maintain accurate records which identify and monitor the progress of all students.
- Communicate effectively with parents of students and with persons or bodies who are concerned with the welfare of students, after consultation with appropriate staff.

THE **TWO COUNTIES** TRUST Ambition | Teamwork | Honesty



- Contribute to the personal, social, health, citizenship and enterprise education of students according to the agreed policy.
- Carry out a share of supervisory duties in accordance with published rosters.
- Participate in appropriate meetings with staff and parents as defined by the annual calendar.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Our Mission:

Why do we exist? To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

Our values:

How do we behave?

- Ambition:** we maximise our potential through striving for excellence.
- Teamwork:** we give 100% effort, displaying kindness and humility for the benefit of all.
- Honesty:** we are respectfully open about our successes and areas for growth

Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.
- Build a compelling college culture built on strong professional relationship where all can achieve.
- Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.
- Put people first through high impact professional development and instructional coaching.



Person Specification

Role: Faculty Leader for Mathematics		E/D	A	I
Qualifications and Training				
1	Qualified Teacher Status or completion of training programme.	E	✓	
2	Degree in a relevant subject.	D	✓	
3	Evidence of continuing professional development.	E	✓	
Experience				
4	Experience of leading a team as a Head of Department or Second in Department	E	✓	✓
5	Relevant teaching experience in secondary education, either through a training programme or current post.	E	✓	✓
6	Experience of using data to inform planning, target setting and to secure improvements.	E	✓	✓
7	Experience of successfully implementing successful teaching and learning strategies.	E	✓	✓
Knowledge and understanding				
8	Excellent subject knowledge with a passion for the subject area.	E	✓	✓
9	Knowledge of the National Curriculum including latest developments, initiatives and current issues.	E	✓	✓
10	Knowledge of effective assessment strategies.	E	✓	✓
11	Clear understanding of successful strategies for raising achievement.	E	✓	✓
12	Good knowledge of pedagogy, how students learn and teaching styles.	E	✓	✓
13	Understanding and commitment to social inclusion.	E	✓	✓
Skills and abilities				
14	Ability to communicate effectively with students' and parents.	E		✓
15	Flexible and imaginative with the ability to solve problems creatively.	E		✓
16	Good IT skills with the confidence to exploit new technology.	E	✓	
17	Ability to effectively manage behaviour.	E	✓	
18	Ability to motivate and inspire students to achieve.	E	✓	
Personal attributes				
19	Tenacity and resilience.	E		✓
20	A strong and supportive team player.	E		✓
21	Personal presence and confidence; warmth & sensitivity.	E		✓
22	Enthusiastic and determined.	E		✓
23	Courteous and tactful. Relates well to young people	E		✓
24	Able to work on own initiative and manage diverse work pressures	E		✓
Other				
25	A commitment to uphold and promote equality of opportunity	E	✓	✓
26	Demonstrates an understanding of Safeguarding issues relevant to the post	E	✓	✓

Key: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: October 2021

