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| **TITLE** | Faculty Leader for Maths – TLR1b |

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| **RESPONSIBLE TO** | Senior Leadership Team |

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| **RESPONSIBLE FOR** | Provision and outcomes in Maths at all Key Stages |

**DUTIES AND RESPONSIBILITIES/KEY AREAS:**

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| **Purpose of Role**  To lead the faculty to secure high quality provision, allowing all students to make progress in Maths.  **Essential Characteristics**  All middle and senior leaders will be expected to exhibit and further develop the following:   * The ability to help shape, influence and deliver a collective vision for Ridgewood School * A total commitment to model that vision for staff, students and the wider community * Drive and determination * Appropriate ambition for self and others * The ability to hold adults to account in the interests of students * Display and engender enthusiasm and energy * Personal resilience * Ridgewood focused but outward looking  General Responsibilities To carry out the roles and functions of a Faculty Leader in accordance with the stated aims and objectives of the school as stipulated by the governing body.  **Whole School**  To assume a leadership role in:   * Ensuring the welfare, behaviour and social progress of students through maintaining high standards. * Provide an educational vision and direction which focuses on effective teaching and learning, therefore ensuring that standards of attainment continue to rise. * Supporting an ethos in which students and parents share and support the values of the school. * Promoting a safe and orderly atmosphere in the school. * Self-evaluation. * Maintaining a high visibility across the school.   **Specific Responsibilities as Faculty Leader**     1. To build a cohesive team spirit and common aims within the faculty. 2. To establish faculty policies and procedures which reflect the whole school aims and have regard to colleagues’ work/life balance. 3. To establish curriculum plans and schemes of work which deliver outcomes and support transition. 4. To undertake Quality Assurance of the faculty and produce the faculty SEF. 5. To establish a faculty action plan. 6. To organise and direct the teaching and learning in the faculty. 7. To develop appropriate standardized methods for reviewing students’ progress and organise intervention for those requiring support to improve outcomes. 8. To participate with the Middle Leaders’ Group in developing whole school strategies. 9. To lead and manage staff with faculty responsibilities. 10. To secure the performance of staff; supporting development. 11. To ensure consistent standards for performance management and intervene where necessary. 12. To facilitate the sharing of best practice, using internal and external expertise in partnership with other providers and exam boards. 13. To participate in the recruitment, induction and support for new staff. 14. To liaise with the Inclusion Team, for EAL and SEND students, in respect of their provision and review of progress. 15. To promote good order and discipline within the faculty, liaise with pastoral staff if necessary and ensure that rewards and sanctions are used consistently. 16. To ensure that the faculty is appropriately represented and Parents’ Evenings and Open Evenings. 17. To promote SMSC and opportunities for enrichment. 18. To manage the budget and ensure resources are well managed. 19. To promote identity, engagement and aspiration within the faculty. 20. To undertake any reasonable professional duties at the request of the headteacher.   The job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document. The post is also subject to the conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment.  Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.  **All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.** |