



JOB DESCRIPTION

Head of Faculty for Maths

Salary - TMS/UPS plus TLR

Responsible to: Principal

Responsible for: Leading the development of learning and teaching.

This job description is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act of 1997, the required standards for Qualified Teacher Status, other current educational legislation, and the school's articles of governance. This job description may be amended at any time following discussion between the Principal / Line Manager and member of staff and will be reviewed annually.

1. JOB PURPOSE

- To contribute to the successful implementation of the school and subject improvement plans, with specific responsibility for the faculty.
- To lead a team of teachers and ensure high quality learning experiences within the classroom.
- To develop and enhance the teaching practice of teachers in the faculty.
- To promote the faculty across the school.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

2. DUTIES AND RESPONSIBILITIES

Managing / Leading Policy

- To lead on learning and teaching drawing on relevant educational research and practice.
- To contribute to the review and development of whole school aims, values, objectives and policies and ensure their successful implementation.
- To lead on establishing clear and comprehensive faculty aims, objectives and practices, consistent with those of the school and to ensure their successful implementation.
- To lead on the planning, monitoring, reviewing, and evaluating the work of the faculty in the context of school and faculty policies and agreed self-evaluation procedures.
- To lead on establishing and maintaining very clear behaviour management systems in line with agreed school policies.

Managing / Leading Learning:

- To ensure that the school's learning and teaching policy is fully implemented within the faculty and to promote high standards of learning and teaching across the faculty.
- To use relevant data to set objectives and to inform the curriculum planning.
- To lead on the use of analysis and evaluation of performance data in the faculty.
- To ensure that agreed intervention strategies are implemented with targeted students.
- To lead on ensuring high standards of achievement in the faculty.
- To develop and regularly review the curriculum and schemes of learning to ensure they support positive progress for students.
- To monitor the quality of learning and teaching in the faculty with particular reference to learning and teaching.
- To display those qualities expected of good teachers with regard to subject knowledge, teaching skills, assessment and tutoring.
- To support and encourage teachers in the faculty to maintain high standards of preparation, classroom management, teaching and assessment.
- To promote discussion and sharing of effective teaching and learning practice in the faculty.

Managing / Leading People:

- To lead on ensuring that all faculty staff understand their responsibilities.
- To lead on performance management of faculty colleagues providing appropriate professional support.
- To ensure that effective communication takes place in the faculty.
- To lead with the effective training of teacher trainees and induction of new colleagues in the faculty.
- To encourage members of the faculty to engage in continuing professional development.
- To take a full and committed part in your own Performance Management and professional development in line with school policy, ensuring that you keep up to date with national developments in the subject area and good practice in the development of high quality learning methodology.

Managing Resources:

- To lead monitoring the care and condition of all accommodation and resources, ensuring that all classrooms in the faculty are left in a tidy and litter free condition after teaching.
- To promote the creation of a stimulating teaching and learning environment.
- To monitor Health and Safety practice and report any issues to relevant staff. To lead on ensuring that agreed health and safety practices are fully implemented.
- To lead on identifying financial, staffing, and resourcing needs in the faculty.
- To ensure that teaching resources are available and managed in an orderly manner.
- To liaise with faculty support / technical staff to ensure that all faculty equipment is correctly maintained for use by staff and students.

Other

In addition, to carry out any further duties as reasonably required by the Principal.

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our school.

January 2024