



Wright Robinson College

Headteacher: Martin Haworth

Head of Faculty - Mathematics: Job Description

<u>JOB TITLE</u>	Head of Faculty - Maths
<u>SCALE/SALARY</u>	L12 – L16
<u>RESPONSIBLE TO:</u>	Headteacher, Deputy Headteacher Curriculum.
<u>JOB PURPOSE</u>	

To be responsible for the strategic leadership and management of mathematics at Key Stages 3 and 4. This will involve the monitoring of students' performance in order to ensure that the intended curriculum is delivered effectively and that all students make excellent progress.

Duties and Responsibilities

1. To produce and implement a clear intent and vision for the delivery of high quality inclusive education in maths which ensures that all students, of all abilities, achieve our intended endpoints and which aligns with the college's overall aims.
2. To design a curriculum that highlights the key knowledge that all students must know to achieve success in the subject and be responsible for intervention to support any students with identified gaps or misunderstandings.
3. To lead and manage the teaching of maths at the college across both key stages and in line with the National Curriculum or examination board requirements, setting high expectations and promoting an ethos of excellence.
4. To oversee and monitor the delivery of GCSE Statistics.
5. Teach a range of classes and model exceptional practice in learning and teaching.
6. Ensure that faculty members are kept informed about expectations, current developments in education/pedagogy and school initiatives.
7. To oversee and monitor the quality of teaching and learning in maths, providing feedback and supporting staff to strive for continuous improvement. Foster a culture of reflective practice and continuous professional development within the faculty.
8. To co-ordinate the efficient deployment of staff to ensure high quality teaching and learning in Maths.
9. To raise attainment at Key Stage 3 and Key Stage 4 and to ensure that all students make at least good progress, which is reflected in performance data.

- 10.To be responsible for overall discipline within the department to create a positive and efficient working environment according to the Behaviour for Learning Policy.
- 11.To lead faculty meetings as calendared to discuss policy, initiatives and progress of students. To contribute to effective communication across the maths faculty.
- 12.To ensure that schemes of work, units of work, assessments and lesson plans are fit for purpose, provide a high level of challenge and are reviewed regularly.
- 13.To ensure that assessment policies and practices lead to the accurate tracking of student progress.
- 14.To analyse data to identify trends and inform teaching practice and interventions.
- 15.To ensure that reporting to parents takes place in line with college procedures.
- 16.To be responsible for ensuring that all students are entered for the appropriate examinations at key stage 4.
- 17.To take responsibility for the department budget.
- 18.To contribute to the overall ethos, work and aims of the college.
- 19.To establish constructive relationships and communicate with other agencies and professionals.
- 20.To participate in training and other learning activities and performance development as required.
- 21.To recognise own strengths and areas of expertise and use these to advise and support others.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.