

Job Description

Job Title: Head of Faculty (Maths)

Location: Sir Isaac Newton Sixth Form

Job title	Head of Faculty (Maths)
Salary Scale	Leadership Pay Scale Points 9-11
Hours of Work	Full time – 32.5 hours per week
Weeks Worked	52
Responsible to	Assistant Principal, Teaching and Learning
Location	Sir Isaac Newton Sixth Form

Main purpose of the role

- Lead the maths faculty subject areas (currently maths, further maths, core maths and computer science) to ensure students achieve excellent outcomes in these subjects and leave Sir Isaac Newton 6th Form prepared for the next steps in their STEM careers.
- To be a role model to the department in terms of classroom practice, professionalism and language with colleagues and students.
- Lead by example the development of our school ethos and culture across the faculty.
- To lead the development of subject curricula in the faculty.
- To oversee and improve the day-to-day operation of the faculty.

Organisational relationships

- Responsible to the Assistant Principal, Teaching and Learning.
- Direct liaison with a range of stakeholders including teachers, parents, students, governors and other Inspiration Trust staff.
- Liaison, cooperation and coordination with Inspiration Trust central maths team.

Principal accountabilities and responsibilities

Curriculum	<ul style="list-style-type: none"> • To lead the development of subject curriculums in the faculty (currently maths, further maths, computer science and core maths), challenging existing practise where appropriate • To encourage and develop new ways of thinking about the teaching and learning of the curricula, including ensuring accessibility to all students including those with SEND. • Use relevant data, such as exam results, student feedback and QA data to continually improve teaching and learning in the faculty.
Leadership	<ul style="list-style-type: none"> • Lead by example the development of our school ethos and culture in the faculty, ensuring high aspirations for the outcomes for our students. • Support all maths faculty staff to develop as SIN teachers, embodying our language and culture and acting in accordance with our values in all interactions with students, their families and colleagues.

	<ul style="list-style-type: none"> • Create and lead an effective and motivated teaching team within the faculty.
Operations and Standards	<ul style="list-style-type: none"> • To oversee the day-to-day operations of the faculty, tracking other KPIs such as homework completion, and ensuring actions occur as necessary. • To implementing quality assurance in accordance with school processes, taking actions where necessary to ensure teaching and learning in the faculty is consistently excellent. • To ensure student progress is effectively monitored, all data points being met to deadline, and actions are put in place by the faculty to support students as necessary. • Oversight of how the faculty interacts with other key functions within the school such as pastoral, attendance and the science faculty. • Ensure requirements external to the faculty, for example EHCPs exam access arrangements and needs of central teams are considered. • Line management of the two second-in-faculty team members, and oversight of the line management of all maths faculty team members. • Overall responsibility for CPD of all staff in the faculty (inc. ECTs). • Ensure faculty staff are aware of all relevant trust and academy policies, including those for safeguarding.
Development	<ul style="list-style-type: none"> • Write the annual faculty ADP in line with school ADP, and ensure staff are aware of direction. • Track progress against ADP, reporting back to relevant groups such as FLT/SLT.
Other	<ul style="list-style-type: none"> • Sound financial management within the budgets that have been set for the subject. • As a member of FLT, support wider school requirements such as recruitment, social calendar, and the general good management of the school. • Undertaking any other professional duties, which are reasonably delegated by the Principal or the Governing Body.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• First degree or equivalent in relevant subject.• Qualified Teacher Status	
Experience	<ul style="list-style-type: none">• Successful subject teaching experience of maths or computer science at A level in a secondary school or sixth form setting.• Successful experience as a manager in education• Successful involvement in performance management, self-evaluation process and data	<ul style="list-style-type: none">• Experience of teaching other subjects at A level.• Experience of guiding students through the UCAS process.• Experience of preparing students for applications to Oxbridge or other elite universities.

	<p>analysis as an aid in personal and team improvement, development and change.</p> <ul style="list-style-type: none"> • Proven ability to create opportunities for students to extend their subject knowledge beyond the standard A level curricula. • Proven practice in leading, motivating and supporting staff to achieve high standards. • Proven experience of implementing organisational or process change in an education setting. 	
Skills, Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge, and proven ability to develop a high quality, academic curriculum that exceeds the needs of the students. • Proven experience in successfully recording, analysing, and acting on data to improve student outcomes. • Experience of line management, and performance management of staff. • Committed to raising standards of teaching and learning through innovative and collaborative practice. 	<ul style="list-style-type: none"> • Experience of working cooperatively with other stakeholders to improve teaching and learning across the whole school.

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Signature

Date

Name