



SIR JOHN NELTHORPE SCHOOL

A Community Empowered

RESPECT - RESILIENCE - INTEGRITY



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Head of Faculty for Mathematics
Scale	1 (a)
Purpose of Role	<ul style="list-style-type: none">• To carry out the duties of a School Teacher and those associated with a TLR Payment, as set out in the current School Teachers' Pay and Conditions Document.• To promote the ethos of the School• To secure high quality pupil outcomes within the designated curriculum areas and mathematical skills development across the school• To be accountable for the performance and well-being of a significant number of staff and pupils• To ensure the key priorities of the school are supported through providing strategic support and input for the Senior Leadership Team.
Line Manager	Assistant Headteacher
Main Duties and Responsibilities	<ul style="list-style-type: none">• To agree and support the achievement of designated subject pupil progress targets in order to make a measurable contribution to whole school targets• To support, facilitate and monitor the progress of the designated subject development plans to ensure they make a significant contribution to the School Improvement Plan• To provide regular feedback for teachers within the designated area(s) in a way which recognises best practice and supports their progress against performance management (appraisal) objectives resulting in a tangible impact in pupil learning across the subject(s)• To review and report twice a year on the standards of leadership, teaching and learning in the designated subject area(s), consistent with the procedures in the School Self Evaluation Policy. (Performance Management) <p>Point on scale determined by the number of pupil periods and staff the postholder has responsibility for.</p>



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Main duties and responsibilities	<ul style="list-style-type: none">• To consult with designated subject teachers and assist with the formulation, communication and monitoring of the School Development Plan ensuring concerns and ideas are considered and all staff understand the key school targets and the part they play in achieving these• To support and assist staff to ensure they understand, and are actively implementing the key aspects of the School's behaviour and inclusion policies• To communicate regular progress updates to ensure the Leadership Team are fully appraised of all successes, issues and concerns of the subject areas• To oversee and evaluate the area's budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles• To engage all subject staff in the creation, implementation and improvement of schemes of work which encapsulate key school learning strategies• To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and target setting.
Finance and resources Supervision Health and Safety	<ul style="list-style-type: none">• Management of delegated budget• Management of a significant number of staff (teaching and support)• Management of physical resources within the designated area (s)• Supervises and monitors the quality and quantity of the day to day work of a significant number of teaching and, where appropriate, support staff within the designated curriculum area• The post holder must carry out his/her duties with full regard to the School's Health and Safety procedures.
Core and role-specific competencies	<ul style="list-style-type: none">• National Standards



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Person specification

How measured during the recruitment process:

A = Application Form, R = Reference, I = Interview, T=Task, P = Presentation

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent knowledge of DfE and School Policies and Procedures (A/I) • Exemplary classroom practitioner(R) • Interpersonal skills/people management (R) • Leadership/management of staff & resources(A, I, R) • Communication (IT, written & verbal) (A, I) • Monitoring and evaluation of lessons (A, I, R) • Proven record of achievement (R) 	<ul style="list-style-type: none"> • More than one previous school. (A) • Budget management (I)
Knowledge and Understanding	<ul style="list-style-type: none"> • To carry out your duties and responsibilities in accordance with the framework of professional standards for teachers (A, I) • Qualified Teacher status (A) • Competences as set out in the "Teacher's Standards" (A, I, R) • Thorough knowledge of DfE and School Policies and Procedures. (A, I) 	<ul style="list-style-type: none"> • Finance & Personnel issues(A,I) • Health and Safety issues(A,I) • Special Educational Needs(A,I) • National strategies(A,I) • Personalised learning(A,I)



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<p>Experience</p> <p>Qualifications</p> <p>Working Arrangements</p>	<p>It is essential that the post holder has the following:</p> <ul style="list-style-type: none">• Leadership & Management responsibilities in the secondary phase, evidenced by a proven record of achievement. (A)• Qualified Teacher Status (A)• Exemplary attendance record (A, R) <p>and is committed to:</p> <ul style="list-style-type: none">• Raising the attainment and achievement of ALL pupils (A, I)• Rigorous performance management (A, I)• Professional development of ALL staff (A, I)• Embracing and actioning change (A, I) <p>The post holder will meet requirements of Enhanced Disclosure DBS</p> <p>It is desirable that the post holder has :</p> <ul style="list-style-type: none">• Experience of working in more than one previous school• A recognised degree
<p>Other Duties</p>	<p>The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>