

MOULSHAM HIGH SCHOOL



JOB DESCRIPTION

FACULTY: Maths

JOB TITLE: Head of Faculty

PAY SCALE: L10-12

LINE MANAGER: Deputy Headteacher (Quality of Education)

The Role Of The Head Of Faculty At Moulsham High School

Our Heads of Faculty are pivotal to the success of Moulsham High School and are regarded as senior leaders. There are 9 Heads of Faculty in total and they are of the highest quality. Each one is line managed by a member of SLT. Heads of Faculty also meet collectively with all of SLT after school on a three weekly basis.

The Role Of The Head Of Maths At Moulsham High School

The Heads of Maths and English sit on a higher pay range on the Leadership Spine than the other 7 Heads of Faculty. This is in recognition of: the double weighting of their subjects in the school's overall Progress 8 calculation; their accountability for % students achieving grade 4+ and grade 5+ at G.C.S.E.; the large cohorts who take their subjects at A level and (above all) the importance of all students achieving a high enough standard of numeracy which prepares them for adult life and the world of work. Both roles represent a fantastic platform for further promotion to Assistant Headteacher and beyond.

Maths Faculty Staffing Structure

In line with the school's ethos the Maths Faculty is staffed solely by subject specialists. There are 10 maths teachers in total - 2 of which are part time (0.6). The faculty is also fortunate to employ 2 1:1/small group maths intervention tutors for two days a week each. The Maths Faculty is fully committed to raising standards and as such is highly regarded by parents and students alike.

The postholders in the Maths Faculty are:

Head of Faculty	L10-12	39/50 teaching periods a fortnight.
2 I/C Maths (KS4 Co-ordinator)	TLR 2A	40/50 teaching periods a fortnight.
KS5 Co-ordinator	TLR 2C	43/50 teaching periods a fortnight.
KS3 Co-ordinator	TLR2C	43/50 teaching periods a fortnight.

The faculty regularly welcomes trainees from the Mid-Essex ITT programme and has found this involvement to be a highly successful strategy for recruiting new staff.

Maths Faculty Facilities

The department has nine classrooms, all of which are located adjacent to each other in the quadrangle of the Old School building. It has access to a bookable suite of 30 computers. Staff also have the use of a small maths staffroom/office which is located nearby. Each classroom has an interactive screen and is wireless networked. All teachers are provided with their own laptop.

The Maths Curriculum

Years 7-9

Schemes of Work in Years 7-9 are currently under review. Elements of White Rose and other maths schemes are used. Students have 7 hours of maths a fortnight.

Years 10-11

Students follow the Edexcel G.C.S.E for Mathematics. Students have 7 hours of maths a fortnight.

Years 12-13

The Edexcel Maths and Further Maths syllabuses are followed. Students have 8 hours of teaching in Year 12 and 9 hours in Year 13. The Core Maths Certificate is also offered to Year 12 students.

KS4 Outcomes

Academic expectations are high. The Head of Maths attends a three weekly Progress 8 meeting with the: Headteacher; Deputy Headteacher (Quality of Education); Head of English; Standards and Progress Leader Year 11; PPG Co-ordinator and SENDCO to address the underperformance of Year 11 students who are not on track to achieve their target grades.

	2018	2019	2022	2023
%Grade 4+	76	84	84.65	80.99
%Grade 5+	56	61	68.88	68.06

KS5 Outcomes

Academic expectations remain high. There is close communication with the Sixth Form Team to ensure that all students are able to achieve their ALPs targets.

	% A*-B 2023	% A*-C 2023	% A*-E 2023
A Level Maths	51.85	77.78	100
A Level Further Maths	76.8	71.43	85.71

The Bridge Academy Trust

Moulsham High School is one of 4 secondary schools in the Bridge Academy Trust. This provides the Maths Faculty with many opportunities for collaboration and professional development. For example there are half-termly Subject Network meetings at which good practice is shared and common challenges discussed.

The Vacancy

The post of Head of Maths has become vacant due to the semi -retirement of the current postholder in January 2024. He plans to continue teaching in the faculty on a part-time basis (0.6) for the immediate future.

Head Of Faculty Job Description

The Head of the Maths Faculty is **responsible** for:

- Providing strategic leadership so that colleagues are aware of and can act upon both national and Trust/school based developments within maths.
- Consulting with senior and faculty colleagues to ensure that developments in maths are consistent with the school's broader aims and policies and are in the best interests of all students.
- Ensuring that the core values of the school (Enjoy, Enrich, Achieve) are fully expressed by the Maths Faculty.
- Ensuring that the maths curriculum is coherently sequenced across all key stages (3-5) and year groups (7-13), thereby enabling every student to achieve their target grades.
- Monitoring that there is regular standardisation and moderation of work in all year groups to ensure that assessment is accurate and consistent.
- Ensuring that school policies are implemented within the Maths Faculty – including those relating to behaviour and safeguarding.
- Ensuring that the Maths Faculty's self-evaluation is effective both in terms of staff performance and the academic standards reached.
- Producing the annual Maths Faculty Improvement Plan to address the priorities identified for further development.
- Managing the Maths Faculty and its resources, including the deployment of all staff, the appropriate delegation of tasks and the effective use of all finances.
- Ensuring that there is effective tracking of all students' progress across each key stage so that through accurate identification, any underperformance is supported by effective intervention programmes whose impact is closely monitored.
- Ensuring that in each examination key stage, appropriate revision resources and interventions are in place to fully support each student in achieving their best possible outcome.
- Ensuring that all staff in the Maths Faculty follow the agreed performance management systems and that appropriate training is provided to meet identified needs. This includes the accurate and continuous evaluation of staff performance, and if necessary, following the capability procedure.
- Ensuring that all staff in the Maths Faculty have opportunities for appropriate professional development.
- Ensuring, along with the TLR postholders within the Maths Faculty, that there is a vibrant extra-curricular programme for students and regular house events.

- Assisting in the appointment of staff to the Maths Faculty as required.
- Ensuring that the Maths Faculty is fully represented at and well prepared for any evening events required (e.g. Prospective Sixth Form Evening).
- Ensuring that regular and appropriate homework contributes to learning according to the school's Homework Policy.

The Head Of The Maths Faculty is **accountable** for:

- The standards (this includes attainment and progress outcomes) reached by all students across Key Stages 3-5. This includes ensuring that regular data analysis occurs and that there is effective intervention in place to make sure those students who are underachieving make rapid progress to reach their target grades.
- The standard and quality assurance of teaching and learning throughout the Maths Faculty, ensuring that 'best learning' takes place in every lesson.
- Ensuring that the dialogue about and development of high quality teaching and learning is at the forefront of everything the Maths Faculty does.
- The effective and appropriate use of resources.

The Head of the Maths Faculty is **expected** to:

- Have a highly competent understanding of what outstanding teaching and learning looks like. If required, the Head of the Maths Faculty will mentor staff causing concern within the faculty through the Teacher Development Programme.
- Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students.
- Contribute to the development of the school as a whole.
- Ensure the learning environment in the Maths Faculty is of a high quality and tidy and safe.
- Ensure that the Maths Faculty is represented on all relevant school working groups.
- Carry out regular learning walks and book checks to assist with quality assurance and in support of the faculty.
- Help in maintaining a calm and purposeful atmosphere around the school, in and out of classrooms but especially within their subject area.
- Raise any concerns with their SLT line manager as necessary.
- Lead the staff within the Maths Faculty by example, with motivation and enthusiasm, on all new school initiatives.
- Attend all relevant meetings appropriate to the role, as specified by the school.

- Meet regularly to monitor, evaluate and discuss developmental areas with the TLR postholders within the Maths Faculty.
- Celebrate the success of staff, subjects and pupils within the Maths Faculty regularly, communicating these achievements and events, links and resources to all stakeholders and wider audiences (website, Twitter, online as well as letters, postcards etc).
- Carry out, following consultation, any other reasonable task determined by the Headteacher

N.B

All staff at Moulsham High School are expected to:

- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the postholder.

The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding policies can be found on the school website: www.moulshamhigh.org

This post is subject to an enhanced DBS check and is not suitable for anyone who has been barred in any way from working with children.

(September 2023)

MOULSHAM HIGH SCHOOL



PERSON SPECIFICATION

HEAD OF MATHS FACULTY

(L10-12)

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
Good quality honours degree in maths.	√	
PGCE, or equivalent, in Secondary Education	√	
Qualified Teacher Status	√	
Experience		
Proven success in teaching maths up to and including A Level.	√	
Proven success in teaching A Level further maths.		√
Substantial experience of successfully holding a leadership/management responsibility within a maths team.	√	

Knowledge / Skills		
Strong subject knowledge.	√	
The ability to shape a vision for the future of the Maths Faculty and to achieve this through the construction and implementation of a carefully considered action plan.	√	
A highly competent understanding of what makes outstanding teaching and learning in maths and the ability to put this into practice on a day-to-day basis.	√	
Well-developed behaviour management skills.	√	
An ability to forge good working relationships with staff and students, continuing the existing strong team ethos within the faculty.	√	
Highly efficient organisational skills.	√	
An understanding of the qualities of a good mathematical scheme of work	√	
Knowledge and understanding of current curriculum developments in maths.	√	
An understanding of how to monitor the quality of teaching and learning within the faculty and the ability to provide staff with appropriate support as required.	√	
An ability to analyse and interpret internal data in order to	√	

monitor student progress		
Familiarity with relevant national data (ISDR, L3VA, ALPS) and the ability to use this to plan for future provision in maths.		√
The ability to use 4Matrix to monitor the progress of all students across KS4.		√
Familiarity with the most effective intervention strategies to use with underperforming students and the ability to implement these and monitor their impact.	√	
Ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	√	
Personal		
Ability to prioritise and meet deadlines	√	
Commitment to continued personal development	√	
Commitment to contribute to extra-curricular activities and educational visits		√
General		
Good attendance and punctuality record.	√	
Professional dress.	√	

(September 2023)