

## **JOB DESCRIPTION**

**JOB TITLE:** Head of Mathematics Faculty

**FACULTY:** Mathematics

**RESPONSIBLE TO:** Senior Line Manager

**SALARY:** TLR 1a

**PURPOSE:** To provide professional leadership and management within the Faculty in accordance with whole school procedures and policies, in order to secure high standards of learning and achievement for all students.

### **Key accountabilities:**

#### **1. Learning and Teaching**

Within the Faculty you will organise effective teaching and learning of the subject, evaluate the quality of teaching and standards of students' achievement, set targets for improvement and organise support.

In order to achieve this, you will:

- Evaluate the teaching and learning of the Faculty subject(s) in school and ensure the Teaching and Learning Policy (The Oakwood D.E.A.L) is followed by all staff in the faculty.
- Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with SEND, linguistic needs or for those for whom the Pupil Premium is applicable.
- Ensure that there are opportunities for educational enhancement (booster classes, trips, links with local community, etc.)
- Ensure the effective deployment of resources.
- Establish a partnership with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets.
- Undertake Appraisal procedures in line with school policy.
- Ensure school policies are followed by all members of the faculty.

#### **2. Student Progress**

Within the faculty you will:

- Ensure that all information about students' academic history is used effectively to secure more than expected progress for all groups of students.
- Analyse data using school systems (including SISRA and Raise Online) to inform future planning and intervention for underperforming students and student groups.
- Establish and implement clear consistent practices and procedures (in line with school policy) for marking, assessing, recording and reporting on student achievement.
- Give praise and encouragement to students to promote a positive approach to learning.
- Use data effectively to identify students who are underachieving and where necessary, create and implement effective plans of action to support those students.
- Establish clear targets for attainment and evaluate the progress / achievement of all students, including those with SEND, linguistic needs and for those for whom the Pupil Premium is applicable.

- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly self-motivated in their work and to complete tasks independently when out of school.
- Ensure that lessons within the faculty have a consistently high level of challenge which will stretch and inspire students.
- Ensure that the school behaviour policy is implemented throughout the faculty.

### **3. Curriculum Area: Leadership, Management and Development**

You will establish, with involvement of relevant staff, plans for the development and resourcing of the Faculty which:

- Identify realistic and challenging targets for improvement.
- Complete a SEF and Action Plan according to school protocol.
- Therefore produce clarity about action to be taken, timescales and criteria for success.
- Work collaboratively with the Deputy Headteacher who will provide support and challenge through regular Line Management meetings and at Academic Board.
- Ensure that the Headteacher and Governors are well informed about Faculty policies, plans and priorities, the success in meeting objectives and targets and faculty related professional development plans.

### **4. Teaching Staff: Leadership, Development and Enhancement of Teaching Practice**

Within the Faculty you will:

- Be a role model for all staff.
- Line manage team members, review their performance, organise support where appropriate and set challenging targets.
- Commit to the coaching philosophy, using the coaching model with other staff.
- Ensure that trainee, non-specialist and newly qualified teachers are appropriately trained and supported.
- Establish clear expectations and constructive working relationships among staff involved in the subject, evaluating practice and developing an acceptance of accountability.
- Audit the training needs of all staff working within the Faculty.
- Ensure the provision of high quality professional development for all subject staff.
- Enable teachers to achieve expertise in their subject teaching.
- Ensure that moderation protocols and procedures are in place throughout the faculty to help support the school assessment policy.

### **5. Professional Skills and Judgement**

You should demonstrate and follow:

- The School's vision, aims and policies as embedded in the School's Teaching and Learning Policy. (The Oakwood D.E.A.L).
- Strategy and development plans to achieve the School's vision and ethos.
- The restorative approach to solving issues whenever possible.
- Statutory requirements regarding cross-curricular responsibilities, Health and Safety and the SEND Code of Practice, assessment and reporting and for those for whom the Pupil Premium is applicable.
- Characteristics of high quality teaching and strategies for raising standards.
- The effective use of performance data in relation to raising attainment and standards.
- The School's financial management policies and procedures.
- Using inspirational ICT to impact on school improvement.
- The Schools Health and Safety guidelines and comply with all School policies.

**Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (previously CRB).**