

The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

Proud to be Me. Proud to be Us.

Be Ready

Be Kind

Be Safe



JOB DESCRIPTION **Head of Mathematics** **TLR 1B (£12,954)**

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- Promote the welfare of children

Accountable to: SLT Line Manager

Accountable for:

- Student outcomes across the Faculty, all key stages
- Teaching and Learning across the Faculty – including professional development of staff
- Key Stage 3,4 & 5 provision
- Development of schemes of work and assessments
- Student homework completion
- Overall performance of the Faculty
- Day to day operation of the Faculty
- The environment of the Faculty
- Safety and welfare of students across the Faculty
- Extra-curricular learning across the Faculty
- The effective and efficient use of resources

Key Accountabilities:

Faculty

- Lead and manage the Faculty
- Hold staff accountable for their performance across the Faculty, with the Progress Leaders
- Line manage the Progress Leaders within the Faculty to secure good, or better, outcomes
- Lead the Faculty in relevant professional development activities during INSET, Twilight, Teaching and Learning and Faculty meetings
- Faculty discipline – supporting colleagues with behaviour management of students
- Grouping and setting arrangements across the Faculty
- Set cover for absent staff across the Faculty, with support from Progress Leaders
- Lead and actively manage the delegated budget for the Faculty
- Co-ordinate resources across the Faculty
- Health and safety compliance across the Faculty
- Ensure that the environment of the Faculty and teaching areas are always of a high quality and contribute to the environment of the Academy, reporting issues as required
- Co-ordinate the mentoring of new starters as well as ECTs, ITTs within the Faculty

Warsop Lane, Rainworth, Nottinghamshire NG21 0AG

Telephone: 01623 792327

e-mail: office@josephwhitaker.org Website: www.josephwhitaker.org





Teaching and Learning

- Lead and promote innovative teaching and learning strategies, based on sound educational research, to improve student outcomes across the Faculty
- Train staff on whole school strategies through team teaching, peer observation and coaching across and beyond the Faculty

Quality Assurance

- Use a range of evidence to monitor performance across the Faculty, including internal tracking, (including Arbor, ALPS and SISRA), and external data, including the IDSR and FFT
- Lead and manage Quality Assurance across the Faculty, including lesson observation, learning walks, work scrutiny and pupil voice, with the Progress Leaders
- Support staff in following up outcomes of lesson observations and Quality Assurance across the Faculty, with support from the Progress Leaders
- Self-evaluation across the Faculty, with support from the Progress Leaders
- Conduct Quality Assurance procedures across the school as required

Meetings

- To lead, participate and contribute to appropriate meetings and staff development
- Attend Heads of Faculty meetings and Curriculum Standards Group
- Year 6 Open Evening
- Year 9 Guided Choice evening (as relevant)
- Post 16 Options evening
- Presentation evenings

Data, Assessment and Examinations

- Co-ordinate controlled assessment across the Faculty, with support from Progress Leaders
- Examination entries and administration across the Faculty for external and internal examinations

Schemes of Work

- Embed high quality teaching and learning strategies across the Faculty through supporting the development of appropriate Schemes of Work, with support from Progress Leaders

Curriculum

- To ensure the delivery of high quality teaching and learning opportunities for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- With Progress Leaders, review systematically, change and modify the curriculum as necessary, by planning suitable courses for students of all abilities and to meet the wider aims of the Academy
- With Progress Leaders, to establish and maintain schemes of work and programmes of study across the Faculty
- To ensure that ICT is an integral part of the curriculum
- To keep abreast of current developments in the educational field to enable effective curriculum planning
- To assess students' work regularly and accurately, and report on outcomes as required

Pastoral

- Take responsibility for the effective care and guidance of a tutor group



- Monitor the academic performance of students within a designated tutor group

Community

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness



PERSON SPECIFICATION
Faculty Leader

	Essential	Desirable
QUALIFICATIONS	- Well-qualified graduate of mathematics - QTS	NPQML (or equivalent). Masters Level qualification
SAFEGUARDING	- Full understanding of Safeguarding requirements and how teachers promote the welfare of children - Enhanced DBS and validated references - Eligibility to work in the UK	
TEACHING EXPERIENCE	- Excellent teaching ability at Key Stages 3, 4 and 5 - Proven leadership experience - Strong use of data - Strong understanding of the pedagogy of teaching - IT literate, making highly effective use of ICT to enhance teaching across an area	Commitment to extra curricular activities
PERSONAL QUALITIES	- Commitment to raising achievement and a clear understanding of how to realise this - An innovative and positive attitude - Leadership experience Proven leadership experience of improving student outcomes - Leadership experience of Quality Assurance - Proven experience of leading staff development, specifically regarding Teaching and Learning - Ability to work effectively as part of a team - Ability to effectively lead and manage a team of people - Excellent communicator, both orally and in writing	- Strong performance management experience - Proven leadership of monitoring, evaluating and reviewing provision and outcomes across all relevant Key Stages