

PENAIR SCHOOL - JOB DESCRIPTION

POST: HEAD OF FACULTY

The Head of Mathematics will be responsible to the Headteacher or Deputy Headteacher for all aspects of the teaching and learning of Mathematics throughout the school. As far as is possible, the faculty will operate as a self managing team - developing shared policies. As the team's leader, the Head of Faculty holds a key management position and is expected to contribute to whole school planning, policy formulation and implementation.

RESPONSIBILITIES

PUPILS AND PARENTS

- Ensuring the provision of challenging, satisfying and stimulating courses which provide motivating experiences in and out of the classroom for pupils of different ages and abilities.
- Monitoring and assessing pupils' achievements in all courses, ensuring that outstanding work is recognised and rewarded and that the faculty constructs effective sanctions for poor work.
- Fostering and developing home school links by actively encouraging parental involvement in the work of the faculty.
- Developing strategies for identifying pupils with particular or special needs - including those who are especially talented - and devising appropriate methods of meeting those needs in liaison with the Director of Inclusion (SENCO).
- Promoting shared faculty policies which enable pupils to take responsibility for their own learning. This includes setting appropriate targets ensuring that all pupils make progress
- Ensuring that the faculty's contribution to the pupils' experience of Literacy, Numeracy and Information and Communication Technology is delivered.
- To develop a variety of means of presenting pupils' work and achievements to the school and the wider community.

STAFF

- Leading and building a group of teachers into a united, effective and professional team.
- Consulting and communicating with the team by regular meetings and other means to help formulate shared values, policies and responses, and to identify problems and solutions while planning implementation procedures in liaison with the Senior Leadership Team.
- Assisting the Governors and Headteacher in the recruitment and selection of faculty staff.
- Devising, implementing and revising periodically, in consultation with the team, shared team responsibilities which facilitate efficiency and staff development.
- Guiding, monitoring and evaluating the work of the faculty within and across departments - in liaison with the Deputy Headteacher.

- Participating in the school's Performance Management process and ensuring the professional development of faculty staff.
- Preparing an annual review of the faculty's work, setting curricular targets for the coming year and contributing to the School Development Plan.
- Monitoring and evaluating the work of the Faculty and the progress of pupils.
- Participating in whole school planning through Management group and other meetings.
- Directing the team in planning, implementing and evaluating courses in Mathematics within the demands of the National Curriculum, GCSE and other courses as laid down in the programmes of study, syllabi and non statutory guidance.
- Liaising with the appropriate Personal Development Leaders and Assistant Headteachers when pupils' work or behaviour gives cause for concern.
- Leading by example in terms of classroom practice, encouraging colleagues to develop a range of teaching and learning styles
- Contributing to the school's ITT programme as necessary

POLICY

- Producing and regularly revising a Faculty Handbook of statements of aims, strategies, information and schemes of work with regard to curriculum content and teaching and learning styles.
- Keeping abreast of national initiatives and pedagogical development.
- Coordinating arrangements for teacher assessments at KS3 and GCSE, or other course, arrangements at KS4 in liaison with the Deputy Headteacher.
- Ensuring that the Mathematics curriculum is accessible and that this is evident within teaching groups through the matching of tasks and teaching styles to pupils of all abilities.
- Liaising with Primary and Tertiary establishments to ensure curriculum progression and continuity from 5-19 as appropriate to develop programmes across institutions or in the wider community.
- Formulating and regularly appraising faculty policies and procedures for assessing, recording and reporting pupils' progress and achievements in accordance with the school's policy and statutory requirements.
- Promoting as far as possible a shared approach to planning and teaching across the faculty and across the curriculum.
- Liaising as appropriate with other curricular coordinators and taking a positive lead in promoting cross curricular links.
- Overseeing the faculty's work in extra-curricular activities and ensuring the involvement of the wider community.
- Ensuring effective communications within the faculty.

RESOURCES

- Liaising with the School Administrative Officer on financial matters relating to the faculty budget including orders for materials and equipment ensuring the highest possible quality and value for money.
- Overseeing faculty resources and maintaining accurate inventories.
- Creating a positive and welcoming learning environment and overseeing the faculty's accommodation and furniture - liaising with the School Administrative Officer as necessary.
- Allocating faculty resources as appropriate.

The Head of Mathematics will carry out the duties of a school teacher as set out in the relevant Pay & Conditions Document within the aims and objectives of the school.