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**ATTLEBOROUGH ACADEMY JOB DESCRIPTION**

**HEAD OF MATHS FACULTY**

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| **Line Managers job title:** | Designated Member of the Senior Management Team |
| **Salary:** | MPS/UPS + TLR2.1 |
| **Tenure:** | Permanent  |
| **Contract type:** | 52 weeks  |
| **% of FTE** | 100% |

**THE POST**

Attleborough Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

Head of Maths Faculty.

In addition to the responsibilities of Subject Teacher, the Head of Faculty should have a knowledge and understanding of the vision and ethos of the Academy and be instrumental in helping it to be realised. They should also facilitate the relationship of the subject to the curriculum as a whole.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of the Teacher of Mathematics are:

* Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
* Have excellent understanding of what constitutes excellence in teaching and learning;
* Have a keen understanding of data and be able to analyse patterns in performance over time;
* Be a positive role model for pupils and staff on a day-to-day basis;
* Collaborate effectively with staff, parents/carers and students;
* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Teacher of Mathematics are:

* Have a qualified teacher status
* First/Second class degree.
* Willingness to continue to develop own expertise (evidenced through Continuing Professional Development).
* Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare and safety of children and young people

**JOB SPECIFICATION**

**General Responsibilities**

* To provide professional leadership and management of Mathematics to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
* To support, guide and motivate teachers of the subject and other supporting staff promoting positive culture, good practice and continuing professional development.
* To monitor, evaluate and be accountable for the standards of teaching and learning within the Maths Faculty.
* To be accountable for the efficient and effective day to day running of the Mathematics Faculty including student behaviour and the effective deployment of staff and resources.
* To carry out a systematic approach to self-evaluation in line with Academy policy.
* To develop the Maths Faculty in line with the overall Academy aims with an understanding of how the subject area contributes to Academy priorities and to the overall education and achievement of students.
* To forge cross curricular links with other faculties in order to enrich the experience of students.
* To create and maintain links with other schools, colleges, industry and commerce to make learning as relevant as possible.

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Strategic Direction**

* Leading the development of policy and practice to support the continued improvement of effective teaching and learning in Mathematics and across the Academy.
* Contributing to students’ spiritual, moral, social and cultural development.
* Analysing and interpreting relevant data, research and other documentation to inform future practice, expectations and teaching methods.
* Monitoring progress made in implementing subject plans and achieving targets, evaluating the effect on teaching and learning and using this analysis to guide further improvement.
* Leading Maths Faculty meetings and ensuring that information is disseminated to and from these meetings.
* Producing, monitoring and evaluating the Maths Faculty Improvement and Development Plan, SEF and associate Department Plans.
* Maintaining the Maths Faculty records, rewards and discipline, minutes of Faculty meetings, exam results, job descriptions and responsibilities, schemes of work and the Maths Faculty Handbook.
* Ensuring implementation of Academy policies within the Maths Faculty.
* Ensuring the Maths Faculty and the Academy are kept up to date with the latest research, methods and syllabi which are being used for teaching and examining the subject.
* Contributing to Academy forward thinking, leadership and management by being a proactive member of the Wider Leadership Team.

**Team Leadership**

* Being a positive role model to each member of the Maths Faculty.
* Ensuring oversight of each member of the Maths Faculty ensuring that attendance, classwork and homework are checked and marked and accurate records are maintained.
* Establishing constructive working relationships among colleagues, including sharing good practice, devolving responsibilities and delegating tasks.
* Supporting the team in achieving constructive relationships with students.
* Carrying out performance management reviews and classroom observations in line with Academy policy.
* Supporting the professional development of all staff including newly qualified teachers and initial teacher training students.
* Identifying CPD needs of the whole Maths Faculty and individuals within it.
* Leading professional development through example and support.
* Contributing to the selection, induction and promotion of staff, as well as assessment for the Threshold and Expert Teacher Pay Range and writing references.
* Ensuring those members of staff with responsibilities in the Maths Faculty have clearly defined job descriptions and oversee their implementation and review.
* Working with the SENCO and the Student Support Team to ensure effective support for all students.
* Liaising with the designated person in charge of cover when a member of staff is absent and making arrangements for the setting of cover work.
* Following disciplinary, capability and competency procedures when necessary.

**Curriculum Development**

* Leading curriculum development for the curriculum area.
* Ensuring that National Curriculum requirements, KS4 and KS5 criteria are met.
* Ensuring there is full curriculum coverage with continuity and progression through the regular review and development of schemes of work.
* Developing schemes of work and lesson planning which include a particular focus on Literacy, Numeracy, ICT, PSHE, links to wider learning and spiritual, moral, social and cultural development.
* Reviewing, evaluating and developing the curriculum appropriate to student needs, actively monitoring initiatives at national, regional and local levels.
* Developing enrichment activities to enhance teaching and learning including exchanges, trips and competitions.
* Establishing effective links with business and the local community to enhance the subject and develop students’ wider understanding.

**Teaching and Learning**

* Being responsible for the oversight of work and behaviour of all students within the Maths Faculty by:

Monitoring achievement in each class by looking at schemes of work, examining exercise books, visiting lessons and talking to teachers.

Taking appropriate action when a cause for concern is identified.

* Developing the quality of teaching and learning by advising on specific strategies to differentiate work at all levels including HPA students, disadvantaged and vulnerable learners.
* Ensuring that lessons are at an appropriate linguistic and conceptual level for all students.
* Developing resources available to staff and students in the Academy and the Academy Trust.
* Using Maths Faculty meetings and INSET to provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject and students.
* Establishing clear policies and practices for assessing, recording and reporting on student achievement.
* Ensuring methods are standardised across the Maths Faculty, achievement and underperformance identified and targets for further improvement set and implemented.
* Instigating intervention techniques, monitor implementation and reviewing the effect of all intervention.
* Ensuring the explicit teaching of Literacy and Numeracy within the Maths Faculty in line with Academy policies.
* Working with the SENCO and Student Support Team to ensure effective support for students with Individual Education Plans.
* Celebrating students’ work with displays and liaising with Heads of Year/House, Form Tutors and the Student Support Team.
* Ensuring setting and marking of appropriate examinations and student assessments.

**Quality Assurance**

* Ensuring quality assurance through lesson observations, examinations analysis and all student progress data.
* Establishing the process of setting targets within the curriculum area and working towards their achievement.
* Establishing common standards of practice within the curriculum area and developing the effectiveness of teaching and learning styles in all subject areas within the Maths Faculty.
* Monitoring and evaluating the curriculum area in line with Academy procedures including evaluation against quality standards and performance criteria.
* Ensuring the curriculum area quality procedures meet the requirements of the Self Evaluation and the Academy Development and Improvement Plan.
* To produce reports within the Academy’s self-review cycle for the curriculum areas within the Maths Faculty.

**Behaviour and Safety**

* Establishing constructive working relationships with students based on clear expectations from staff.
* Managing student behaviour in the area each day in liaison with other key staff.
* Being the first point of reference for behavioural and curricular issues within the Maths Faculty.
* Ensuring that all aspects of the Academy’s Health and Safety Policy are implemented, publicised and followed within the Faculty and report any Health and Safety concerns or hazards.
* Checking on the accommodation allocated to the Maths Faculty and reporting defects and ensuring as pleasant and safe an environment as possible.
* Be responsible for the annual completion of all required risk assessments and Health and Safety documents relevant to the Maths Faculty areas.
* Managing Resources
* Reviewing timetable arrangements, deducing staff requirements in consultation with all staff.
* Managing the Maths Faculty budgets in line with Academy policy.
* Maintaining the Maths Faculty inventory and resource stock control.
* Ensuring the security of rooms, equipment and software**.**

**Communication**

* Ensuring that all members of the curriculum area are familiar with its aims and objectives.
* Providing information to parents, carers, colleagues and the Trust about the work of the Maths Faculty and the progress of students.
* Responding to parental concerns after consultation with appropriate staff and ensuring that accurate records of correspondence are kept.
* Preparing the Maths Faculty sections of all Academy information brochures.
* Contributing to Academy liaison and marketing activities e.g. website submissions and the collection of material for press release.
* Leading the development of effective subject links with partner schools and the effective promotion of the subject at Open Evenings and other events.
* Liaising effectively with examination boards, awarding bodies, Local Authority advisers and other relevant external bodies.
* Be aware of students with Special Needs and supply information under the requirements of the SEN Code of Practice.
* Representing the curriculum area’s views and interests.

**Additional Responsibilities**

You may reasonably be expected to perform duties of a similar nature to those outlined the job description.

* To undertake any tasks deemed appropriate by the Executive Principal**.**

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| Paid Weeks per year | 52 weeks |
| Hours per week | 32.5 hours per week  |
| Normal working Pattern | Days & times to be discussed at interview / to fit the needs of the department |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.  |

The post-holder will be auto enrolled to join the Teachers’ pension scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.