



## **ST BIRINUS SCHOOL**

*Inspiring Excellence through Care, Courtesy and Commitment*

### **Mathematics Faculty Leader**

#### **Job Description**

<b>Responsible to:</b>	Deputy Headteacher (Raising Standards)
<b>Responsible for:</b>	Second in Faculty, Mastery Lead and teaching staff
<b>Working Time:</b>	34 hours (of 50) per fortnight
<b>Salary:</b>	MPS / UPS plus TLR 1b (£10,825)

#### **Job Purpose:**

- To raise, and be accountable for, standards of attainment and achievement within the Faculty and to monitor and support student progress
- To develop and enhance the teaching practice of others
- To develop and quality assure the provision of a suitable, broad, balanced, and inclusive curriculum for students
- To be fully accountable for leading, managing and developing the Faculty, as a whole
- To effectively lead and deploy teaching staff and manage financial and physical resources within the Faculty

#### **Principal Responsibilities**

##### **Teaching & Learning:**

To monitor, evaluate and develop:

- overall standards of teaching and learning within the Faculty
- standards of achievement and attainment for all groups of students within the Faculty, including SEND and Disadvantaged learners (Spotlight Students)
- use of performance data for target setting and progress monitoring
- provision of educational enrichment activities, including supporting the inter-House programme and Ethos narrative

##### **Operational / Strategic Planning & Quality Assurance:**

- The day-to-day management, control and operation of course provision within the Faculty, including effective deployment of staff, money and physical resources; to act as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records

- To establish short, medium and long-term plans for the development and resourcing of the Faculty
- To actively monitor and follow-up student progress, including groups of students
- To implement school policies and procedures, including Behaviour (Standard Operating Procedures) and Health and Safety Policies and ensuring risk assessments are in-line with national requirements
- To ensure effective operation of quality assurance and to monitor and evaluate the Faculty in line with school Evaluation and Monitoring procedures
- To produce and present examination analysis reports during Term 1, evaluate performance data and take appropriate action on issues arising from the data
- To produce, implement and monitor a Faculty Development Plan, linking to Evaluation and Monitoring outcomes, Exam Review action points and whole school improvement priorities
- To liaise with the SENDCo, ensuring the best possible provision and outcomes for SEND students within the Faculty

#### **Curriculum Provision and Development:**

- To be accountable for the delivery and development of the subjects within the Faculty
- To liaise with the DHT to ensure delivery of an appropriate and cost-effective curriculum programme which complements the School Development Plan
- To actively monitor, keep up to date with, and respond to curriculum developments and teaching methodology at national, regional and local levels
- To work with colleagues to actively develop cross-curricular links and to support the functional skills of English / Literacy, Maths / Numeracy and ICT

#### **Staff Development, Recruitment & Wellbeing:**

- To support, guide, motivate and inspire team members and associate staff
- To promote teamwork and effective communication
- To ensure staff development needs are identified and supported, with a particular view of ensuring consistently good and outstanding teaching
- To undertake appraisal reviews and to act as a reviewer
- To assist the Headteacher with appointment of Faculty colleagues
- To delegate responsibilities to Faculty team members
- To attend regular meetings with other Faculty Leaders (Curriculum Leadership Group)
- To provide training for new Faculty members

#### **Communication:**

- To ensure all members of the Faculty are familiar with its aims and objectives
- To oversee weekly Faculty team briefings and challenge lateness and non-attendance
- To chair calendared Faculty team meetings, ensuring that an agenda and minutes are produced
- To ensure effective communication/consultation as appropriate with students and parents (student and parent 'voice')
- To liaise with partner schools, Higher Education, Industry, Awarding Bodies and other relevant external bodies
- To represent the views and interests of the Faculty
- To liaise with Year teams about student progress and to ensure relevant information is passed to them to support learning

**Care, Guidance and Support:**

- To monitor and support the overall progress and development of students within the Faculty
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To ensure the Behaviour Policy (SOPs) is implemented in the Faculty so that effective learning can take place
- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above

**General Duties:**

- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document (STPCD) currently in operation, or any subsequent legislation

**Notes:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description