



Job Description

Job Title: Faculty Leader - Maths

Accountable to:	Deputy Headteacher	Responsible for:	Maths
Post type:	Permanent	Salary/Grade:	L8-12
Liaising with:	Key Senior and Middle Leaders, Parents/Carers.		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

All teaching staff are required to:

- Maintain and build upon the standards achieved as a qualified teacher as set out by the Secretary of State
- Contribute to and promote a clear vision for an effective department and school
- Adhere and promote departmental school policy and ethos
- Complete any other reasonable tasks as directed by the Headteacher

Core Purpose

At the core of this role is the leadership of the Faculty of Maths, ensuring provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying subjects within the Faculty. In addition, strategic leadership is required to ensure the Faculty thrives and develops in accordance with the School Improvement and Development Plan, and the Raising Achievement Plan. As Faculty Leader, you are expected to make a significant contribution towards the leadership of the school and will be a member of the school's Extended SLT.

Leadership

- To provide strategic leadership of the Faculty that sets out high expectations, has a clear focus on student progress and achievement and is outlined through aims, objectives and the improvement plan.
- To raise standards of students' attainment to deliver targets identified in the School Improvement and Development Plan
- To secure, maintain and integrate the collaborative effort of the Faculty staff so that involvement, commitment and team ethos are promoted
- To attend Leadership Review and Faculty Leader meetings, representing the Faculty and acting as a channel of communication between these bodies and the Faculty.
- To act as an ambassador for the school at public events, including Open Evening.
- To communicate a positive image of the School
- To meet with the line manager on a regular basis to discuss and account for the work of the Faculty.
- To contribute towards the school's CPD programme.
- To play a key role in fostering an orderly environment, including providing support for other teachers
- To develop and enhance the teaching practice of others through motivating and supporting staff

Quality Assurance

- To develop quality assurance systems for work completed within the Faculty, including the writing of pupil reports.
- To plan and implement assessment procedures that provide accurate information about student progression and to use the information collected to improve teaching and learning and to inform and motivate students and their parents.
- To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and data analysis.



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- To contribute towards the writing of the School Self Evaluation Form.
- To lead the Faculty through the Focus Fortnight, monitoring and evaluating teaching and learning, bookwork and outcomes.
- To assist the SLT link in the regular review of the standards within the Faculty
- To ensure School procedures for marking, assessment, recording and reporting are followed by the Faculty and introduce quality assurance systems.
- To ensure all teachers within the Faculty follow the School Behaviour Policy and adhere to procedures for rewards and sanctions.
- To ensure effective systems are in place to monitor and track pupil progress within the Faculty's subjects and ensure appropriate systems are introduced to support pupil progress.
- To report to the SLT and school governors when required

Curriculum

- To plan and oversee the implementation of curriculum development and ensure that the development of Faculty subjects is in line with national developments.
- To resolve curriculum matters and concerns raised by parents.
- To ensure, within the Faculty area, an appropriate curriculum is delivered to all pupils, including the gifted and talented and those with special educational needs.
- To maintain a clear understanding of contemporary educational developments and initiatives at national, regional and local level and lead in their implementation where appropriate.

Teaching and Learning

- To be the lead practitioner for teaching and learning within the Faculty.
- To oversee and co-ordinate the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the Faculty.
- To ensure consistency of systems and policies throughout the Faculty.
- To provide the lead on monitoring and following up pupil progress within the Faculty.
- To lead in establishing appropriate standards amongst pupils within the Faculty.
- To be responsible for raising pupil attainment / achievement throughout the Faculty.
- In conjunction with the Deputy Headteacher, to provide data for Faculty colleagues to set targets for pupil performance.
- To provide guidance and advice to teachers within the Faculty.
- To facilitate and encourage the sharing of good practice across the curriculum.
- To initiate and organise curricular and extra-curricular enhancement activities related to the subject.

Management

- To involve all Faculty colleagues in the creation of the Faculty Improvement Plan ensuring that appropriate priorities are established which flow from the School Development Plan.
- To line manage the Assistant Faculty Leader(s) or Subject Leaders, ensuring accountability for their areas of responsibility, including meeting regularly with the relevant personnel.
- To hold regular Faculty meetings, keeping subject staff up to date on initiatives and decisions at a national level and within the school.
- To assist in ensuring the combing chart is completed within the Faculty on an annual basis to enable timetabling for the following academic year.
- To work with the planning of the timetable to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.
- To resolve problems that may emerge involving staff within the Faculty.
- To analyse data and encourage members of the Faculty to do so, including Sisra and FFT to inform on Faculty and School performance
- To make recommendations as to how data can be used to bring about improvement and ensure the implementation of any consequent changes.
- To provide necessary support and intervention in addressing poor pupil behaviour within the Faculty.
- To delegate tasks as appropriate.
- To contribute significantly to the implementation of School policies and practice. To promote collective responsibility for their implementation, with particular emphasis on ensuring Health and Safety within faculty areas.



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Administration

- To assist the Examinations Officer in ensuring pupils are entered for the appropriate public examinations, that controlled assessment requirements determined by the examination board are met and that all necessary documentation is completed within the Faculty. This should be completed by the due date to prevent incurring 'late fee' charges.
- To ensure that the teaching area allocated to the Faculty is kept in good order and that colleagues create a stimulating learning environment for the teaching and learning of the subject.
- To allocate students to teaching groups and maintain up to date set lists
- To ensure appropriate work is left for pupils to complete in the event of staff absence within the Faculty.

Staff

- To work with the Assistant Head in charge of CPD to ensure that staff development needs (collective and individual) are identified and that appropriate CPD is provided to meet such needs.
- To lead the Appraisal of Teachers within the Faculty.
- To provide advice to the Leadership team on issues of threshold, upper pay spine, references, and staff performance.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the induction of NQT's and new staff and to participate in the school's ITT programme as required
- To participate in the interview process for new teachers within the Faculty and ensure effective induction of new Faculty staff in line with School procedures.
- To be responsible for the efficient and effective deployment of the Faculty support staff.

Resources

- To have responsibility for all budgets within the Faculty, oversee their expenditure, discuss any relevant budgetary matters with the School Business Manager and ensure budget planning within the Faculty.
- To have overall responsibility for all Faculty resources, including teaching rooms and ICT facilities.
- To ensure appropriate risk assessments are carried out for the Faculty, including any trips and activities.

Professional Standards and Development

- Work in accordance with the 2012 Teachers' Standards
- Be a role model to students through personal presentation and professional conduct
- Arrive in class, on or before the start of the lesson, take registers as required and begin and end lessons on time
- Establish effective working relationships with colleagues
- Be familiar with the school's policies and effectively implement them within your daily practice
- Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits
- Liaise effectively with parents/carers and other agencies with responsibility for students' education and welfare
- Be aware of the role of the Governing Body of the school and support it in performing its duties
- Ensure compliance with data legislation under the GDPR
- Follow Health and Safety requirements and initiatives as directed

Continuing Professional Development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging Customer Care and Quality initiatives



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- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Conditions of Service

- Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).