



Job Description Assistant Faculty Leader – Maths

Accountable to:	Faculty Leader	Responsible for:	N/A
Post type:	Full Time, Permanent	Salary/Grade:	TMS/UPS + TLR2b
Liaising with:	Parents/carers, staff, visitors, students		
Every member of staff is required to:			
<ul style="list-style-type: none">• Work towards and promote the vision, beliefs, aims and expectations of the school• 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:			
<ul style="list-style-type: none">• 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			
Broad Description			
At the core of this role is support for the Faculty Leader, in 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 with particular responsibility for KS3/KS4. 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.			
Leadership			
<ul style="list-style-type: none">• To be a member of the Faculty Leadership Team and to deputise for the Faculty Leader as required• To assist the Faculty Leader 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 assist the Faculty Leader to raise standards of students' attainment to deliver targets identified in the School Improvement and Development Plan• To assist the Faculty Leader to secure, maintain and integrate the collaborative effort of the Faculty staff so that involvement, commitment and team ethos are promoted• To meet with the Faculty Leader on a regular basis to discuss and account for the work of the Faculty at KS3/KS4• To develop and enhance the teaching practice of others through motivating and supporting staff.• To communicate a positive image of the School			
Quality Assurance			
<ul style="list-style-type: none">• To assist the Faculty Leader to develop quality assurance systems for work completed within the Faculty, including the writing of pupil reports• To assist the Faculty Leader 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 assist the Faculty Leader to establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and data analysis• To assist the Faculty Leader to contribute towards the writing of the School Self Evaluation Form• To assist the Faculty Leader in the regular review of the standards within the Faculty			



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- To assist the Faculty Leader to ensure School procedures for marking, assessment, recording and reporting are followed by the Faculty and introduce quality assurance systems
- To assist the Faculty Leader 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

Curriculum

- To assist the Faculty Leader to plan and oversee the implementation of curriculum development and ensure that the development of Faculty subjects is in line with national developments. In particular, to take responsibility for the curriculum at KS4
- To assist the Faculty Leader 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 a lead practitioner for teaching and learning within the Faculty
- To assist the Faculty Leader 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 assist the Faculty Leader to ensure consistency of systems and policies throughout the Faculty
- To provide the lead on monitoring and following up pupil progress within the Faculty at KS3/KS4
- To assist the Faculty Leader in establishing appropriate standards amongst pupils within the Faculty at KS3/KS4
- To be responsible for raising pupil attainment / achievement throughout KS3/KS4
- To provide guidance and advice to teachers within the Faculty
- To facilitate and encourage the sharing of good practice across the curriculum
- To assist the Faculty Leader to initiate and organise curricular and extra-curricular enhancement activities related to Maths at KS3/KS4

Management

- To assist the Faculty Leader in the creation of the Faculty Improvement Plan
- To assist the Faculty Leader at Faculty meetings, keeping subject staff up to date on initiatives and decisions at a national level and within the school
- To make recommendations as to how data can be used to bring about improvement and ensure the implementation of any consequent changes at KS3/KS4
- To provide necessary support and intervention in addressing poor pupil behaviour within the Faculty at KS3/KS4
- 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

Administration

- To assist the Faculty Leader 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
- To assist the Faculty Leader to allocate students to teaching groups and maintain up to date set lists at KS4
- To assist the Faculty Leader to ensure appropriate work is left for pupils to complete in the event of staff absence within the Faculty

Staff

- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the interview process for new teachers within the Faculty and participate in the effective induction of new Faculty staff, including NQT's, in line with School procedures

Resources

- To assist the Faculty Leader in discussions on the Faculty budget
- To ensure appropriate risk assessments are carried out for the Maths department, Maths trips and activities

General

- The responsibilities outlined above are additional to those contained in the Classroom Teacher's job description
- The Assistant Faculty Leader is line managed by the Faculty Leader and is accountable for the responsibilities outlined above



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- In addition to the responsibilities outlined above, an Assistant Faculty Leader is expected to be flexible and may be asked, within reason, to perform other duties, determined through negotiation with his / her line manager or 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
- Contributing to the maintenance of a caring and stimulating environment for students
- Promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with

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

This job description may be reviewed and be subject to amendment or modification 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).