



JOB DESCRIPTION: Head of Faculty

JOB TITLE:	Head of Faculty for Mathematics & Computing
GRADE:	TLR - Negotiable
RESPONSIBLE TO:	Deputy Headteacher
RESPONSIBLE FOR:	Leadership & Management of Mathematics & Computing

JOB PURPOSE:

- To provide effective strategic leadership and effective management of the Mathematics and Computing Faculty.
- To secure within the Faculty a commitment to whole school improvement – leading initiatives within the faculty and supporting and promoting whole school priorities designed to improve the Quality of Education across the school and the personal development of all of our students.
- To provide effective line management of the Maths and Computing staff.
- To continually review the Mathematics and Computing curricula to ensure they reflect our core values and support students of all abilities to achieve their potential.
- To work with the Deputy Headteacher, SLT and staff within the faculty to maintain effective monitoring and evaluation of teaching and learning.
- To work with SLT, teachers and support staff within the faculty to maintain high standards of student behaviour and conduct within the faculty and across the school.

KEY RESPONSIBILITIES:

1. To maintain a thorough and up to date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.
2. To lead the faculty to ensure that all of the above responsibilities are fulfilled and Numeracy for Learning (NfL) is promoted across the school in line with agreed policies.
3. To lead quality assurance of teaching and learning within your faculty using a variety of learning walks, book looks and student voice to inform decisions around support for members of staff.
4. To plan lessons and sequences of lessons to meet the individual learning needs of all students.
5. To ensure that you safeguard and promote the welfare of students and staff in the school.
6. To set well-grounded consistent expectations for students in your teaching groups using data related to prior attainment, and other information that informs how they can best learn.
7. To assess, monitor and record the progress of students in your faculty and give them clear and constructive feedback.
8. To take responsibility for your team's and your own professional development, working to improve your teaching and your students' learning.
9. To effectively line manage colleagues you are responsible for, including leading the performance management process.
10. Report to Deputy Headteacher – SLT link in accordance with school procedures.



The responsibilities for all of our Heads of Faculty fall into several main areas:

CURRICULUM

The successful candidate will:

- Lead the Quality of Education in their Faculty and be responsible to the Deputy Headteacher.
- Attend weekly line management meetings with the DHT.
- Design a broad, engaging and challenging curriculum that reflects our core values, that enables all pupils to develop a love for the subject and achieve at the highest level, and that is supported by appropriate schemes of learning.
- Teach Mathematics to all year groups and all abilities.
- Be responsive to change within the school, and within the Faculty.
- Share in the planning, implementation and review of the subjects to take full account of all legal and National Curriculum requirements. In addition, play an important role in ensuring the Maths and Computing Curricula become more of a personalised 'Bedale' curriculum that reflects our core values.
- Share responsibility with other members of the department for the preparation of teaching materials and review of Schemes of Learning.
- Prepare and teach in accordance with the Schemes of Learning of the Faculty.
- Assist with the development of strategies and learning materials for students in need of learning support or learning extension. Producing and developing differentiated work as appropriate.
- Lead on continuing to achieve positive Progress 8 scores within your faculty every year.
- Promote a positive ethos within the subject area by example and ensure a stimulating environment for learning.
- Develop and maintain an up to date knowledge and understanding of the areas of teaching and pupil support for Mathematics and Computing.
- Effectively line manage staff within the faculty, paying close attention to their professional development and wellbeing.
- Work with colleagues in the Faculty to enhance the quality of teaching and learning within the Faculty and across the school.
- Promote and embed whole school teaching and learning initiatives (Rosenshine, metacognition, SAS, curriculum sheets) enabling students to make more than expected progress.
- Use appropriate teaching and classroom management strategies to motivate and inspire students.
- Foster and promote faculty and whole school policies on Rewards and Sanctions.

ASSESSMENT, RECORDING AND REPORTING

The successful candidate will:

- Work with SLT, to establish effective monitoring and evaluation of assessments and how AFL systems within the faculty.
- Work with students to ensure that they know what targets or GCSE Grades they are working at, what they need to do to improve, and how we can best support their achievement and success.
- Follow and lead on whole school expectations around reviewing students' work and giving constructive feedback.
- Undertake regular monitoring of progress, and maintain accurate records.
- Ensure appropriate planning and delivery of assessments, examinations, homework and marking in accordance with whole school and Faculty policy. Maintain full and accurate records of the assessment of student work.
- Assist in the development of assessment, recording and reporting, in line with whole school policies.
- Provide developmental oral and written feedback to help pupils reflect upon and improve their work.



- Set targets for raising pupil attainment in the context of whole school targets and work towards their achievement.
- Prepare and present informative reports on pupils' progress to parents in line with whole school policies.
- Attend parent evenings, open evenings and school events as required.

COMMUNICATION

The successful candidate will:

- Have due regard for the systems of communication within the school.
- Lead faculty meetings every two weeks.
- Attend weekly line management meetings.
- Contribute to subject/parent evenings to discuss progress and attainment of students with parents/carers.
- Contribute to Open Evening for the new intake of students each year, to promote the work of the subject area, the students and the school.
- Liaise with the Pastoral team on matters of a pastoral nature pertaining to students under their charge.
- Support all whole school initiatives designed to ensure that all children are healthy, safe, enjoy their learning, make a positive contribution and are economically secure.

OTHER RESPONSIBILITIES

The successful candidate will:

- Line manage other members of your faculty and support them through the annual performance management process.
- Participate fully in professional development activities to develop good practice, sharing the learning from these as appropriate.
- Make an effective contribution to the policies and aspirations of the school.
- Work with SLT during Faculty Reviews and the yearly evaluation of the Quality of Education in your Faculty.
- Have due regard for the school Health and Safety policy and any such issues particular to their subject area.
- Log Health and Safety incidents and near misses and report concerns to the Health and Safety Coordinator.
- Familiarise themselves with fire regulations. Have due regard for student safety and report any concerns to the appropriate school body.
- Supervise corridors at the beginning and end of lessons to ensure that students conduct themselves in an orderly fashion in between lessons and ensure that they are on the corridors to meet and greet their classes at the start of every lesson.
- Carry out break and after school duties where directed, including supporting the after-school detentions on a rota basis.
- Support trainees that join the Faculty from local university providers.



CONDITIONS OF SERVICE

Subject teachers should:

- Fulfil all the requirements and duties set out in the current Pay & Conditions documents relating to the conditions of employment of teachers.
- Fulfil all of the responsibilities and duties required by the school's policies on teaching and learning.
- Achieve any performance criteria or targets arising from the school's Performance Management arrangements.
- Achieve any performance criteria or targets related to the management post arising from the school's Performance Management arrangements.
- Meet the National Standards for Subject Leaders.
- Ensure that all elements of the Professional Standards for Teachers are met.

This job description will be reviewed annually.

SIGNED **POSTHOLDER**

SIGNED **HEADTEACHER**

DATE