



COLMERS SCHOOL & SIXTH FORM COLLEGE

JOB DESCRIPTION



JOB TITLE	Head of Faculty: Maths
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Salary Scale	TLR 1d
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LINE MANAGEMENT	DHT – Curriculum and Standards
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1. JOB PURPOSE

- i. Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school, reporting for the purposes of day-to-day leadership and management to an assigned member of the Senior Leadership Team
- ii. To assist the Headteacher in the leadership and management of curriculum design, delivery and impact in the school, to achieve the outcomes required by Government regulations and the School Improvement Plan adopted by the Governing Body. In particular:
 - a. To work collaboratively with Colmers' Senior Curriculum and Pastoral Leaders and the Senior Leadership Team to create a strong Colmers culture of Achieving Excellence through Belonging Together and Challenging Mindsets.
 - b. To lead an inspiring and carefully crafted approach to all subjects and qualifications within the Faculty to inspire a love of learning in our students
 - c. To lead a culture of collaboration and continuous improvement within the Faculty
 - d. To effectively lead, manage and develop the curriculum areas within the Faculty, in liaison with Faculty middle leaders, through the delivery of a faculty improvement plan that is aligned to the School Improvement Plan.
 - e. To oversee the design of coherent curriculum pathways and schemes of learning for each subject within the Faculty.
 - f. To develop and enhance the teaching practice of all teachers within the Faculty to secure effective implementation of the curriculum.
 - g. To effectively deploy and manage staff and resources within the Faculty, maintaining an environment that supports high expectations and quality first teaching.
 - h. To ensure the curriculum delivered raises standards for all students and especially the most disadvantaged within the Faculty and to monitor and support student progress.
 - i. To quality assure and evaluate the work of the Faculty, contributing to the school's ongoing self-evaluation
 - j. To promote teamwork and to motivate staff to ensure effective working relations by securing the overall welfare and good discipline of staff.
 - k. To promote student development and positive behaviour for learning within the Faculty.
 - l. To keep abreast of new initiatives in education both at local and national level.

2. KEY DUTIES AND RESPONSIBILITIES

2.1 Teaching

- i. To undertake the duties and responsibilities of a classroom teacher as required by the Headteacher (see extract from School Teachers' Pay and Conditions Document detailed in the School Handbook).

2.2 Leadership and Management

- i. To establish a collaborative and inclusive Faculty ethos that is positive and dedicated to success, recognising and celebrating the best practice of staff and the achievements of students.
- ii. To nurture collaboration and teamwork, harnessing the talent and potential of staff to contribute to continuous improvement and ensuring good working relations.
- iii. To liaise with the Faculty middle leaders to ensure the delivery of a high quality and cost-effective curriculum programme which complements the School Improvement Plan and is reviewed in line with the school Self Evaluation Process.
- iv. To oversee the design and implementation of an inclusive curriculum for the whole faculty, providing regular opportunities to review and improve the curriculum offer to maximise student learning and progress, informed by local and national developments in the curriculum areas within the Faculty
- v. To oversee the monitoring and management of assessment, homework, examinations and marking across all subjects and key stages in the Faculty, ensuring that the school's policies are consistently implemented.
- vi. To assist in the development of appropriate cross curricular connections and themes throughout schemes of work to support deep learning, especially through content links, vocabulary development, reading, writing, numeracy, global learning, safeguarding, PSHE and Citizenship.
- vii. To act as a role model of good teaching practice to all the Faculty teachers, modelling and coaching to enhance performance of all and enabling all members of the team to benefit from collaborative opportunities.
- viii. To ensure practice across the department is inclusive, meeting the needs of students with additional and complex needs including those with SEND, promoting students' mental well-being and resilience.
- ix. To promote the use of ICT as an accelerator of student learning across the Faculty.
- x. To oversee the monitoring and follow-up of student learning and progress in the Faculty at all key stages, relentlessly seeking to reduce attainment gaps for underachieving groups and individuals and especially disadvantaged students.
- xi. To monitor and evaluate students learning and attainment against the Faculty's and/or Department's set targets for all students, implementing effective intervention with students who fall behind.
- xii. To ensure the Faculty team consistently implements the school's Behaviour for Learning policy, maintaining high standards of behaviour for learning in lessons that enable all students to succeed.
- xiii. To support a culture of frequent collaboration within and beyond the department to enhance the design and delivery of the curriculum.

- xiv. To oversee the effective use of departmental capitation and resource management to support effective curriculum design and delivery.
- xv. To co-ordinate opportunities for students to contribute to curriculum delivery and improvement in the Faculty and where appropriate, to take leadership roles that improve performance.
- xvi. To promote extra-curricular activities within the Faculty.
- xvii. To promote activities which enhance the Faculty curriculum area(s) either in or out of school.
- xviii. To ensure effective communication, consultation and partnership working with parents and carers of students.
- xix. To be responsible for the efficient and effective deployment of associate staff within the Faculty and Department(s).
- xx. To participate in the school's ITT programme.
- xxi. To ensure that Health and Safety policies and practices, including risk assessments, are in line with the school and national requirements.
- xxii. To make appropriate arrangements for class groups when staff are absent, ensuring appropriate cover and liaising with the Cover Supervisor/relevant staff to secure appropriate cover.
- xxiii. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- xxiv. To support the smooth running of the school through undertaking senior duties as required, including lunchtime and senior response duties.

2.3 Communication

- i. To ensure highly effective communication with teaching and associate staff in relation to the Faculty's work
- ii. To use briefings, team meetings and social media effectively to communicate key messages to staff, students and parents.
- iii. To oversee effective communication, consultation and partnership with parents and carers in relation to students' progress within the Faculty.
- iv. To maintain a positive learning environment and a consistent approach to displays of curriculum information in classrooms and corridors
- v. To liaise with partner schools and other external bodies when relevant
- vi. To champion the Faculty within and beyond the school.

2.4 Quality Assurance and Improvement

- i.To monitor and evaluate the Faculty's curriculum area(s) in line with school procedures, contributing to the school's quality assurance cycle through faculty quality assurance procedures that support effective self-evaluation and improvement.
- ii.To analyse and evaluate performance data, producing reviews of assessment and examination data to drive improvement.
- iii.To support Key Stage and/or Subject Leads to implement annual Raising Attainment Plans for each cohort.
- iv.To oversee Performance Management for all Faculty staff, ensuring the annual cycle is completed fully for all members of the Faculty.
- v.To monitor and evaluate the quality of teaching and professional development within the curriculum area(s) so that staff development needs are identified and that appropriate CPD is designed to meet these needs.
- vi.To identify staff needing additional support or intervention to meet their responsibilities and implement this effectively to address any areas of underperformance.
- vii.To co-ordinate the provision of high-quality professional development by drawing on sources of expertise as necessary to ensure that effective learning and teaching takes place within the Faculty.
- viii.To work with the Headteacher and the Governing Board to ensure that the school meets its responsibilities under the Equality Act 2010 within your areas of responsibility.

3. SUPERVISION RECEIVED

- 1.1 Supervising Officer's Job Title: Deputy Head – Curriculum and Standards
- 1.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor.

SUPERVISION GIVEN

- a. Supervision of: Faculty staff
- b. Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor.

4. CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

Employees will be expected to comply with any reasonable request from a manager to undertake work from a similar level which is not specified in this job description.

Employees are expected to be courteous to colleagues, dress smartly, and provide a welcoming environment to visitors and telephone callers.

5. SPECIAL CONDITIONS

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

7. SAFEGUARDING

The jobholder is expected to observe their obligations in accordance with the School's Child Protection Policy and the document 'Keeping children safe in education: Information for all school staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

8. PHYSICAL AND INFORMATION RESOURCES

To be cautious and conscientious about the sharing of data protection of staff and students, keep ICT and site access well-protected from improper use.

9. REHABILITATION OF OFFENDERS ACT 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.

If during their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

10. HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

11. CONFIDENTIALITY AND DATA PROTECTION

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School’s Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

12. EQUALITY AND DIVERSITY

Colmers School & Sixth Form College is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter, with dignity and respect, and are entitled to expect this in return.

13. TRAINING AND DEVELOPMENT

Colmers School & Sixth Form College has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

14. MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the school they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

Job Description issued following consultation: -

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Signature of Headteacher

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Post holder

Date.....

Date.....