



## **Job Description**

### **Faculty Leader for Maths and Computer Science**

**For September 2026**

**Leadership L8 – L12**

**Permanent and full time**

To provide professional leadership and management to the faculty in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.

To work as part of a team to effect the school's mission statement and to realise its strategic objectives to ensure a strong commitment to local communities and to provide cost effective high quality education and training.

The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teachers and the CES Contract of Employment. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

## **Main Duties:**

### **Teaching and Managing Pupil Learning**

- Manage resources efficiently so that teaching and learning is effectively supported in the faculty
- Oversee planning/schemes of work in the faculty to ensure curriculum entitlement and progression is achieved for all pupils including those with special needs and gifted and talented
- Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.
- Ensure appropriate courses, including vocational options, are available within the faculty.
- Monitor implementation in the classroom through regular monitoring in line with Evaluating Teaching and Learning Protocol
- Ensure teachers are clear about teaching objectives and provide guidance on methodology.
- Ensure that students' literacy and numeracy skills are sustained and developed through the subject.
- Consider how the subject(s) can promote citizenship, enterprise, spiritual, cultural, mental and physical development and preparation for adult life.
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### **Planning and Setting Expectations/Pupil Achievement**

- Ensure a strong sense of common purpose and set high expectations for pupils and staff in the faculty.
- Plan the use of ICT within schemes of work, monitor the quality of this aspect of lessons and ensure that ICT skills are regularly assessed in accordance with School guidelines.

### **Assessment and Evaluation**

- Establish and implement clear practices for assessing recording and reporting on student achievement, in line with School policy.
- Monitor pupil standards and achievement against annual targets and track progress in the faculty.

### **Relationship with Parents and the wider community**

- Establish good and effective communication with parents.
- Develop links with the local community to extend and enhance the work of the department.
- To use appropriate publicity channels within and beyond the school to celebrate and inform the work of the faculty.

### **Manage Own Performance and Development**

- Keep abreast of new curriculum thinking, teaching methods and examination syllabi
- Be aware of developments at KS2 and in further and higher education.
- Know and understand the implications of the Code of Practice for SEN for teaching and learning in the subject.

### **Managing and Developing Staff and Other Adults**

- Lead, manage and develop the faculty curriculum team
- Role model exemplary classroom practice
- Liaise with the Inclusion Learning Support Manager to develop the role of support staff in delivering subject(s) across the school
- Monitor standards of teaching in the faculty, provide feedback, and identify and meet the CPD needs of staff in the faculty
- Lead in the development of effective teaching and learning styles in the faculty
- Help staff achieve constructive working relationships with students.
- Support colleagues in their management of student behaviour by consistent application of school policy and procedures.
- Devolve responsibilities and delegate tasks appropriately, recognising and utilising the strengths of others.
- Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
- Demonstrate a commitment to CPD and all school procedures in relation to pay progression of all colleagues in the faculty.
- Provide full and regular feedback to team members, through Faculty meetings, briefings and memos of matters discussed at meetings held for curriculum managers. Ensure the Faculty is represented at these meetings.
- Promote links and co-operation with other Faculties/departments. Encourage Faculty involvement in School wide initiatives and in the development of whole School policy.
- Ensure that senior colleagues and governors are well informed about faculty policies, plans, priorities, targets and professional development needs.
- Assist in the selection of staff within the faculty area.
- Be responsible for supporting training, monitoring ECTs and students placed within the Faculty. Manage career entry profiles.
- In the role of reviewer (team leader) make pay recommendations for colleagues through performance management process.

## **Managing Resources**

- Advise senior managers of staff and resource needs for the faculty.
- Ensure the effective and efficient management and organisation of learning resources.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- In consultation with the team, formulate the faculty's Strategic and Improvement plans and implement the processes by which they will be monitored and evaluated.
- Ensure that the faculty handbook is kept up to date and the faculty improvement plan is reviewed annually.

## **Strategic Leadership**

- Identify priorities for improvement within the faculty and contribute to school self-evaluation and improvement planning.
- Contribute to and respond to whole school developments such as Specialist School Status.
- Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school's leadership.
- Develop and implement policies and practices for the subject that reflects the school's commitment to high achievement.
- Analyse current performance of students in the subject throughout the Faculty and devise strategies for improving standards further.
- Establish, with the involvement of your team leader, plans for developing and resourcing the faculty to bring about continuous improvement in teaching and learning student achievement.
- Monitor the progress being made towards targets established in subject planning.
- Evaluate the effects of the faculty's work on standards of learning and teaching.

**Accountable to:** SLT Link to the faculty

**Accountable for:** All staff within the faculty

### **Further Conditions of Service:**

- To undertake the responsibility of a form tutor as and when required as specified in the generic job description.
- To undertake any other responsibilities as may reasonably be directed by the Headteacher.
- Comply with all policies and procedures in school including Child Protection, Safeguarding, Health and Safety.
- To support and maintain the Catholic ethos of the school as stated in the School Mission Statement.
- Be fully aware of and understand the duties and responsibilities with regards to Child Protection and Safeguarding in school and attend appropriate whole school staff training if and when required.