

Job Description

POST: Head of Faculty - Mathematics

SCHOOL: St John Fisher Catholic High School

PAY RANGE: MPS/UPS and TLR 1b

RESPONSIBLE TO: Member of SLT

Job Purpose

In addition to the requirements of Subject Leader and a class teacher and any other agreed responsibilities, to be accountable for the results of subject(s) delivered by the faculty and to support, hold accountable, develop and lead those in the team.

Areas of responsibility and key tasks:

- To ensure the school's Mathematics curriculum is inclusive, challenging and forward-thinking which enables all our students to achieve to the very best of their ability.
- To secure and sustain high quality teaching, learning and assessment in mathematics.
- To organise the effective grouping of students and allocation of classes to teachers.
- To routinely undertake self-evaluation of the performance of the department and use this to inform improvement planning and guide short and medium-term decisions.
- To ensure that the curriculum, schemes of work and resources used for the teaching of mathematics are high quality, appropriate and accessible and secure good progress for students of all abilities and backgrounds.
- To ensure consistent record keeping and data analysis across the department in order to identify and intervene to address underachievement of individuals or identified groups leading to academic excellence.
- To liaise with the Mathematics departments of our partner school(s) to ensure curriculum continuity and effective transition.
- Commitment to team development by supporting the professional development needs of members of the department including the development of new and student teachers where relevant
- To work with staff, students and parents and use the school's systems to manage student behaviour.
- To promote Mathematics and to maintain a high profile for the subject and the department in the school.
- To represent the Mathematics Department at meetings inside and outside the school.
- To liaise with key staff such as the SENDCO, pastoral team and SLT to ensure that the needs of students are best met and the department contributes towards the smooth running of the school.
- To manage the department's budget.