# DEPUTY HEAD OF MATHS FACULTY

# JOB DESCRIPTION

# Line of responsibility

The deputy head of faculty is directly responsible to the head of faculty.

# Line management

The deputy head of faculty is responsible for overseeing the performance of all staff within the faculty on an operational basis.

# Job content

## Strategic purpose

The deputy head of faculty will play a major role, under the direction of the head of faculty, in establishing the aims and objectives of the faculty to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives. S/he shall lead on ensuring that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school’s development plan.

## Core responsibilities

* S/he shall have responsibility for teaching and learning within the faculty.
* S/he shall ensure, through the effective operation of assessment, recording and reporting systems that all pupils within the faculty meet agreed targets, both individually and across the faculty, and shall ensure that schemes of work include provision for personalised learning.
* S/he shall ensure the safeguarding of children at the school in line with the school’s safeguarding policy.
* S/he shall ensure that all members of the faculty are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the faculty is adequately resourced to fulfil its function within the school.
* S/he shall keep abreast of national strategy and developments impacting on her/his subject area/s and ensure information is communicated to the staff in the faculty and that the faculty is responsive to such developments.
* S/he shall contribute to curriculum development and timetabling as required.
* S/he shall oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the faculty.
* S/he shall work within the school’s professional development programme to ensure that s/he and the members of the faculty keep their knowledge and expertise up to-date.
* S/he shall play a key role in the appointment of staff within the faculty, and shall put in place arrangements for the mentoring of newly qualified and trainee teachers within her/his subject area/s as required.
* S/he shall represent the interests of the faculty within the wider management of the school, and participate in any collaborative arrangements with other schools, which may benefit the development of the faculty.
* S/he shall agree appropriate professional targets annually with the head of faculty, who will monitor and review her/his performance in accordance with the school’s appraisal policy.
* S/he shall assist in the management of the faculty budget/s and ensure value for money in resourcing the faculty.
* S/he shall participate in initiatives such as induction days and shall encourage extra-curricular activities and educational visits within the school guidelines.
* S/he shall share responsibility for aspects of health and safety within the faculty.
* Such other duties as directed by the head of faculty and/or head of school.