

New Mills School

JOB DESCRIPTION

Post Title: Faculty Team Leader of Maths

Grade: L4-8

Responsible to: The Headteacher

Reporting to: The Assistant Headteacher (Teaching, Learning and Assessment)

Responsible for: Teachers and associate staff deployed within the faculty

Purpose of the job:

The core purpose of a Head of Faculty is to provide professional leadership and management for a Faculty to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students and to do so in the spirit of the school's vision, culture and strategic direction.

1. Faculty Leadership Responsibilities

- To provide clear vision and optimistic direction and leadership for the Faculty Team;
- To support and contribute to the school's strategic direction;
- To lead the self-evaluation and quality assurance of the faculty which will include observations, work scrutiny, staff voice, student voice and data analysis;
- To stay abreast and up-to-date with key developments in all the disciplines managed, their curriculum and assessment;
- To share this expertise and insight as is timely and relevant with SLT and your team;
- To use this expertise to develop and implement strategic plans and to write, monitor and refine the Faculty's Improvement Plan (FIP);
- To ensure that all appraisal activities are carried out to good effect;
- To use data to identify long-term trends in achievement within groups, classes and subject areas and prioritise and address these findings;
- To use in-year data to track student progress, identify underachieving students and groups of students and work with staff to prioritise and manage the implementation of effective interventions to support those students;
- To report to your line-manager regularly, and produce a formal report for governors;
- To build an effective faculty team including teaching and non-teaching staff, and plan the workload of the team;
- To devolve responsibilities and delegate tasks as appropriate to the Assistant Faculty Team Leaders and others, holding colleagues accountable for their completion and quality;
- To establish clear expectations for all staff in your team that reflect the ethos and direction of the school;
- To proactively champion and promote the positive work that goes on in your faculty, including providing timely, accurate and persuasive copy for the school's newsletter and website as well as photos and other images to support this information;
- To attend extended leadership team, student progress and other ad-hoc meetings that may arise;
- To promote the ethos of the school and to establish a culture of high expectations from both students and staff.

2. Whole School Leadership Responsibilities

- To oversee and report on catch-up programmes to improve students' numeracy abilities;
- Liaise with SENDCO to ensure effective support of these students';
- To support the school's CPD programme as a facilitator, contributor or trainer as appropriate;

- To play an active part where necessary in whole-school systems such as on-call, site supervision, leading a duty team, cover supervision and other activities that support the smooth-running of the school;
- To attend and present at out-of-hours events to represent the Faculty and the School;
- To generate and support a faculty programme of extra-curricular activities that will enhance our students' lives, aspirations and experience in consultation with the Student Development and Outcomes team;
- To maintain an active profile around the site promoting high expectations in behaviour in line with school policy;
- To liaise and where requested present at Governors' Meetings and Governors' Sub-committee Meetings.

3. Teaching and Learning

- To be familiar with Teaching Standards and Post-threshold Standards and ensure all staff are fully aware of the obligations laid out in this professional framework and adhere to them in line with their current level of experience;
- To evaluate the teaching within your faculty and use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching;
- To proactively deliver or facilitate relevant CPD to your faculty team to ensure the highest possible standards of Teaching, Learning and Assessment;
- To ensure that trainee and NQT and RQT teachers in the team are appropriately trained, monitored, supported and assessed in relation to the teacher standards;
- To support the induction of new staff by familiarising them with whole-school systems and expectations;
- To establish and implement clear policies and practices for assessing, recording and reporting on student achievement that are consistent with the whole school assessment and target-setting policies;
- To monitor and evaluate homework within the faculty, ensuring students are being challenged beyond the classroom;
- To co-ordinate provision for homework support for students who lack independent study skills;
- To ensure that information about student prior attainment is used effectively to secure good progress;
- To promote productive primary school liaison and transitions;
- To encourage innovative and collaborative planning of schemes of work, lesson plans and resources and that these are shared among colleagues to disseminate good practice and reduce workload;
- To encourage innovative and effective summative assessment design which is meaningful, manageable and motivating for students and staff;
- To keep abreast of good practice and research into the main strategies for improving and sustaining high standards of teaching and learning, and support teaching staff in line with this knowledge, helping to lead professional development where necessary and recommend training for staff.

4. Curriculum

- To oversee the production of curriculum maps from Years 7-11 and ensure that these long-term plans for progress are delivered, reviewed and adapted if necessary;
- To lead on the development of Schemes of Work and ensure schemes of work are in place for all year groups;
- To be responsible for setting reliable and valid internal examinations and assessments taking into account impact on staff workload and wellbeing;
- To be responsible for external examination entry as well as controlled assessment monitoring, completion and administration;
- To keep abreast of the statutory requirements and examination board requirements, and developments in your subjects, and design the curriculum in the light of these and evidence from other schools;

- To ensure cross-curricular issues such as equal opportunities, literacy, numeracy, PSHE, SMSC, BV and CEIAG are addressed across the faculty, complementing and supporting the work of the Student Development and Outcomes Faculty;
- To monitor behaviour data within your faculty and offer support where it is needed to maintain a positive climate for learning;
- To pre-empt, where possible, any issues arising from staff absence ensuring cover supervisors have good quality teaching plans and materials, and know how to access real-time support if required.

5. Deploying Resources

- To develop an understanding of the school's financial position and to communicate this to staff within the faculty;
- Establish staffing and other resource needs and advise SLT line manager of needs, plans and priorities and the most efficient and effective way to deploy teaching and non-teaching staff;
- Use accommodation to secure an effective and stimulating learning environment with pleasing display, and advise SLT/Site Staff of necessary repair and maintenance issues;
- Allocate available resources (including the Faculty Team budget) with maximum efficiency to meet the objectives of the school and the Faculty Team, and to achieve value for money;
- Organise teaching sets, as appropriate within the school's curriculum structure;
- Set cover work for absent colleagues who are unable to set cover themselves;
- To take into account the well-being of the faculty team in your leadership and management decisions.

6. Safeguarding, Health and Safety

New Mills School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The Faculty Team Leader has a responsibility to safeguard and promote the welfare of children by:
 - implementing the safeguarding and child protection policies;
 - following the procedures and guidance for reporting any safeguarding concerns.
- The Faculty Leader will work within the school's Health & Safety Policy to ensure a safe working environment for staff and students. This will involve:
 - establishing faculty monitoring procedures for Health & Safety;
 - reporting on any Health & Safety issues to the Health & Safety Officer;
 - undertaking risk assessments as necessary.

Generic Job description for all teachers

The following job description is generic and applies to all teachers in our school. The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document. You will work under the reasonable direction of the Headteacher, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

The post is one which requires the performance of the following particular responsibilities:

Planning, Teaching and Class Management

- Plan lessons carefully, having regard to the schemes of work.
- Set tasks which challenge students and ensure high levels of interest.
- Set high expectations.

- Set clear structures for lessons maintaining pace, motivation and challenge.
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate their own teaching critically to improve effectiveness.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning outcomes have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor students' work and give feedback which sets targets for improvement.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- Prepare and present informative reports to parents.

Form Tutor

Most teachers are Form Tutors and members of a Year Team. This will involve:

- Taking responsibility for a tutor group, including the support for learning and welfare of each individual in the group.
- Registering students and applying strategies to ensure good attendance and punctuality.
- Participating in assemblies and ensuring form time is used constructively to support learning.
- Guiding and counselling members of the tutor group.

All teachers will:

- Be expected to keep themselves up to date with recent education developments and to participate in INSET.
- Take part in break duty rotas.
- Participate in the school system of lesson observations and quality assurance processes.
- Contribute to staff coaching.

All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.

Date of Issue:

Signed: Headteacher:

Postholder: