**JOB DESCRIPTION**

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| **Post Title:** | **2nd in Faculty – Maths, ICT & Music** |
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| **Purpose:** | * To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. * To be accountable for student progress and development within the curriculum area. * To develop and enhance the teaching practice of others. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the Academy and the curricular policies determined by the Academy Council Members and Principal of the Academy. * To be accountable for leading, managing and developing the curriculum area. * To effectively manage and deploy teaching/support staff, financial and physical resources to support the designated curriculum responsibility. |
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| **Reporting to:** | Head of Faculty – Maths, ICT & Music |
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| **Responsible for:** | Teaching staff and other relevant personnel within the curriculum area. |
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| **Liaising with:** | Principal/Leadership Team, Head of Faculty Maths, ICT & Music, other curriculum leaders, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, Children’s Services staff, parents. |
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| **Working Time:** | 195 days per year. Full time |
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| **Salary/Grade:** | Main Teacher Scale plus TLR 2. Recruitment and Retention allowance would be considered for exceptional candidates. |
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| **Disclosure level** | Enhanced |
| **Strategic Planning** | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area. * The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources. * To actively monitor and follow up student progress * To implement Academy Policies and Procedures, e.g. SEN, Equal Opportunities, Health and Safety, etc. * To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy. * To lead and manage the business planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the subject areas, Academy and Department Improvement and Development Plans and the aims and objectives of the Academy. * To link with all TLR postholders in the curriculum area to ensure that their work fully reflects the Academy's distinctive ethos. * In conjunction with the SENCO to ensure appropriate curriculum provision for those with special educational needs * To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager. |
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| **Curriculum Provision:** | * To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement and Development Plan. * To be accountable for the development and delivery of all subjects taught in the curriculum area. |
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| **Curriculum Development:** | * To assist curriculum development for the whole curriculum area. * To keep up to date with national developments in the curriculum area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies. * To audit the curriculum and embed numeracy requirement for other curriculum areas. * To ensure that the development of subjects in the curriculum area is in line with national developments. |
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| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | * To work with the Head of Faculty to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To undertake Performance Management Review(s) for staff within the curriculum area. * To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Classroom Supervisor/relevant staff to secure appropriate cover. * To promote teamwork and to motivate staff to ensure effective working relations. * To participate in the Academy’s ITT programme. * To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model. |
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| **Quality Assurance:** | * To ensure the effective operation of quality control systems. * To establish the process of the setting of targets within the curriculum area and to work towards their achievement. * To establish common standards of practice and develop the effectiveness of teaching and learning styles in all subject areas within the curriculum area. * To contribute to the Academy procedures for lesson observation. * To implement Academy quality procedures and to ensure adherence to those within the curriculum area. * To monitor and evaluate the work of the curriculum area in line with agreed Academy procedures including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required. * To ensure that the curriculum area’s quality procedures meet the requirements of the Academy Improvement and Development Plan. |
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| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system. * To make use of, analyse and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the quality assurance cycle for the curriculum area. * To produce reports on examination performance, including the use of value-added data. * In conjunction with the Head of Faculty, to manage the curriculum area 's collection of data. * To provide the Academy Council Members with relevant information relating to the curriculum area’s performance and development. |
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| **Communications:** | * To ensure that all members of the curriculum area are familiar with its aims and objectives. * To ensure effective communication/consultation as appropriate with the parents of students. * To liaise with partner Academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. * To represent the curriculum area’s views and interests. |
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| **Marketing and Liaison:** | * To contribute to Academy liaison and marketing activities. * To lead the development of effective subject links with partner Academies and the community, attendance where necessary at liaison events in partner Academies and the effective promotion of subjects at Open Days/Evenings and other events. * To actively promote the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * To work with the Head of Faculty in order to ensure that the curriculum area's teaching commitments are effectively and efficiently time-tabled and roomed. |
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| **Pastoral System:** | * To monitor and support the overall progress and development of students within the curriculum area. * To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. * To contribute to PSHE, citizenship and enterprise according to Academy policy. * To ensure the Positive Behaviour Management system is implemented in the curriculum area so that effective learning can take place. |
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| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a qualified teacher. |
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| **Additional Duties:** | * To play a full part in the life of the Academy community, to support its distinctive ethos and to encourage and ensure staff and students follow this example. |