

**JOB DESCRIPTION**

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| **Post** | Deputy Head of Faculty (Maths Lead) – Harewood Faculty 2 (Maths, IT, Media, Business Studies, Computing, PE, Dance) |
| **TLR VALUE** | TLR 2.3 |
| **Purpose** | To assist the Faculty Leader in leading and managing the Faculty in accordance with the College Improvement Plan; ensuring quality teaching and learning, effective and efficient use of resources and high standards of achievement including monitoring of student progress and planning of appropriate intervention. |
| **Reporting To** | Faculty Leader |
| **Responsible For** | Assisting the Faculty Leader with the tasks below as appropriate and deputising when required. |
| **RESPONSIBILITIES** | |
| **Strategic Leadership** | * Provide strategic leadership in line with the College Improvement Plan * As a Middle Leader, contribute to the development of whole school policy * Report to the Governing Body as requested * Contribute to the assessment, evaluation and reporting of students * Support the Curriculum LT (timetabler) with the deployment of staff / timetable matters * Delegate tasks as appropriate to department personnel * Manage and control resources to maximise their use * Publicise the work of the Faculty internally and externally to the community * Support the college ethos, playing a full part in the life of the college; to be a positive role model * Monitor student progress and achievement and plan appropriate intervention to maximise progress * Strategic overview of progress & attainment |
| **Personnel Management** | * Assist Head of Faculty with leading and managing Faculty personnel to achieve the college aims * Undertake appraisal of identified personnel in line with college policy * Assist with professional development across the faculty and ensure good practice is shared * Identify training and development needs of faculty members and ensure these are met within the financial parameters imposed by the budget * Participate in the recruitment of personnel and ensure effective induction of new staff in line with college procedures * Ensure colleagues within the department are adhering to the college’s Code of Conduct, and report any concerns immediately to the CEO * Participate in the college’s CPD and ITT training programmes as required * Promote and maintain good communication with the department, other Middle Leaders across the Trust, Faculty Heads, Phase Leaders, Learning Co-ordinators, Pastoral Heads, parents and the Trust community. |
| **Teaching & Learning** | * Assist Head of Faculty with teaching and learning and ensure literacy and numeracy requirements are met * Actively monitor and respond to curriculum development and initiatives at national, regional and local levels, with particular regard to issues * Contribute to an effective learning environment within the Faculty * Utilise data to identify areas of strength / requiring improvement and take action accordingly * Monitor student progress against targets and ensure students fulfil their potential or beyond * Ensure students are prepared effectively for examinations and formal assessments, ensuring parents are informed as appropriate * Analyse student examination performance and produce reports for the Principal / CEO; use findings to inform future practice * Conduct formal and informal lessons observations sharing feedback with Line Manager and observed teacher * Promote and model the Trust’s pedagogical brand * Promote and model a SILT approach (Securing Improvement in learning and Teaching) through reflective practice, coaching and mentoring * Develop enrichment opportunities to enhance teaching and learning and promote enjoyment of the subject(s) including through lunchtime clubs, trip and visits * Assist Head of Faculty with monitoring progress / assessment / reports / marking via regular work scrutiny and report findings to Line Manager * Oversee the development of schemes of work and monitor their effectiveness * Maintain an up to date portfolio of students’ work exemplifying different levels of achievement * Lead active interventions & support of students across the Faculty * Manage the behaviour of students within the faculty and provide support for staff as appropriate * Carry out surveys of students to ascertain student perception of faculty subject areas * Proactively liaise with other schools as appropriate |
| **Accommodation & Resources** | * Assist Head of Faculty with managing Faculty capitation efficiently and effectively, remaining within the budget allocation and ensuring value for money * Ensure health and safety practices including risk assessments are in line with college and national policy |
| **Knowledge, Skills & Expertise** | * Keep up to date with national developments, with teaching practice / methodology and leadership initiatives * Actively seek out and share best practice across the Faculty & College |
| **Quality Assurance** | * Establish and continuously reinforce common standards of good practice across the faculty in line with college policy * Assist Head of Faculty with monitoring the quality of report writing across the Faculty * Assist Head of Faculty with monitoring and evaluating department performance against school, local and national performance including the monitoring of progress checks against published criteria * Assist Head of Faculty with monitoring the quality of teaching and learning through appraisals, lesson observations and learning walks * Assist Head of Faculty with ensuring standardisation procedures are robust and in line with examination criteria * Assist Head of Faculty with ensuring quality assurance procedures meet the requirements of self-evaluation and the College / Department Improvement Plan |
| **Meetings** | * Attend regularly meetings with Line Manager * Attend ML’s meetings as required * Attend Governors / LT meetings when requested |
| **Other Specific Responsibilities** | * To have responsibility for KS3, KS4 and / or KS5 provision across the Faculty, or aspects of these, as directed by the Head of Faculty in consultation with the Principal * Undertake coaching and mentoring of staff to support them in developing their pedagogical practice * Participate as a Faculty representative in whole-school programmes such as ‘Be Outstanding Now’ etc * Ensure that the work of the faculty supports the development and implementation of activities in support of a. the Olympic values b. Enterprise c. Internationalism d. Earth Charter * Assist the Head of Faculty with supporting staff who may have to deal with challenging parents * Ensure that the work of the faculty supports college strategies and initiatives. E.g rewards, Turn Around, focus weeks, Sparkle and Learning Communities * Lead for GCSE Maths * Whole-college Numeracy * IMYC across Faculty * Manage budget for Maths * Monitor quality of Teaching and Learning of subject area. * Ensure all lessons, lesson resources, quality of marking, feedback and reporting are of a high standard for subject areas |

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| This Job Description is in addition to the Generic Teacher Job Description | | | |
| This Job Description is current at the date shown; in consultation with you it may be changed by the CEO to reflect or anticipate changes in the job commensurate with the post and title | | | |
| Employees will be expected to comply with any reasonable request from the CEO, Principal, Leadership Team or Line Manager to undertake work of a similar level that is not specified in this job description and to undertake any duties given by the Principal / CEO which are reasonable in nature. Employees may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify re-evaluation. In cases, however where a permanent and substantial change in duties and responsibilities occurs, consistent with a higher level of responsibility, then this would be eligible for re-evaluation. | | | |
| **Name** |  | **Signature** |  |
| **Line Manager** |  | **Signature** |  |
| **Date** |  | | |