

# Job Description

**Role:** Acting Head of Maths, Computing and Business Faculty (maternity cover)

**Responsible to:** SLT

**Responsible for:** Maths, Computing & Business Departments

**Grade:** L8 – L12 (£61,039 - £66,485)

## Core purpose of post

- To ensure high standards of Teaching and Learning across Maths, Computing and Business leading to outstanding outcomes for all students
- To ensure the full implementation of all school policy and procedures across all areas of the faculty
- To make a significant contribution to the quality of teaching and learning and student behaviour for learning across the school

## Key Accountabilities

### Leadership of all aspects of the curriculum within a faculty:

- Leadership of all aspects of teaching, learning, assessment, and behaviour management
- Oversight of all aspects of curriculum development across the faculty
- Implementation of all school policies across the faculty
- Evaluating levels of attainment and coordination of interventions by close monitoring and scrutiny of data ensuring good or better progress for all groups of students
- Monitoring of standards and evaluation of performance in all aspects of teaching and learning, and student behaviour
- Implementation of staff performance management and leadership of professional development
- Ensuring effective and efficient liaison with parents
- Implementation of external assessments requirements/syllabi
- Direct line management of Heads of Departments
- Development and implementation of policy across the school
- Leadership and training at whole school level
- Make a significant contribution to the development, evaluation and review of all policies that relate to learning, teaching and behaviour across the school.

# Person Specification

## Essential

- Qualified Teacher Status
- Maths specialist
- Ability to teach and work in the UK
- Ability to teach ages 11-16
- Relevant Degree
- Specific experience of leadership
- Experience of excellent line management
- Experience of developing a team
- Experience of setting high standards for others and ensuring goals are achieved
- Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum
- Good knowledge of pedagogy
- The ability to challenge very able students
- High expectations for accountability and consistency
- Confidence in the use of ICT and the ability to develop ICT resources for students and teachers
- A proven track record of measurable impact as an individual teacher and at departmental level
- Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum
- Ability to use data to identify strengths and address under-achievement
- Good analytical and strategic thinking skills
- Setting high standards for others and ensuring goals are achieved
- Commitment to the protection and safeguarding of young people
- A commitment to equal opportunities
- Develop positive relationships and acts as a role model to staff and students
- High levels of honesty and integrity
- Excellent communication, planning, organisational, listening and time management skills
- Enthusiastic, confident, positive, self-motivated, and determined

## Desirable

- Successful inner-city experience working with children from a range of backgrounds and ethnic groups and with a variety of learning needs