

## Job Description

**Faculty: Maths.**

**Line Manager: Director of Maths.**

### Introduction

- Under the reasonable direction of the Headteacher, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Support the Learning Director of Faculty and to deputise when and where appropriate.
- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Faculty area, in accordance with the aims of the College and the curricular policies.
- Develop and enhance the teaching practice of others.
- Monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- Specific Duties:
  - Reporting to the Director of Faculty.
  - Responsible for the provision of a full learning experience and support for students.
  - Liaising with the Headteacher, Leadership Team, the Learning Director of Faculty, teachers and support staff, external agencies and parents.
  - Working time: Full time as specified within the STPCD.
  - Salary /Grade: Classroom Teachers' Pay Scale and TLR2b (£4,399 as at September 2016).
  - Enhanced DBS disclosure level.

### Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### Operational/Strategic Planning

- Help the Learning Director of Faculty to develop appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies.
- Assist in monitoring and following up student progress.
- Assist in the implementation of College policies and procedures, for example Equal Opportunities, Homework, etc.
- Work with colleagues to formulate aims and objectives for the Faculty which have coherence and relevance to the needs of students and to the aims and objectives of the College.

### Curriculum Provision

- Liaise with the Director of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College's strategic objectives.
- Take responsibility for the review, management and development of the Maths curriculum for a Key Stage.

### Curriculum Development

- Support curriculum development within the whole Faculty.
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the Learning Director of Faculty to maintain accreditation with the relevant examination and validating bodies.
- Work with the Learning Director of Faculty to embed literacy, numeracy and communication skills within the Maths curriculum and ensure they are integral to students' learning.

## **Staffing/Staff Development**

- Work with the Director of Faculty and Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Engage actively in the performance management review process and act, when required, as reviewer for staff within the Faculty.
- Promote teamwork and motivate staff to ensure effective working relations.
- Participate in the College's ITT programme.

## **Quality Assurance**

- Ensure the effective operation of quality control systems.
- Assist in the process of the setting of targets for teachers and students within the Faculty and work towards their achievement.
- Help to establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all relevant subject areas within the Faculty.
- Contribute to the College procedures for lesson observation and feedback.
- Implement the College quality procedures and ensure adherence to those within the Faculty.
- Participate in the monitoring and evaluation of the Faculty in line with agreed College procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required within the Faculty.

## **Management Information**

- Ensure the maintenance of accurate and up-to-date information concerning the Faculty on the management information system.
- Assist in the use of analysis and evaluation of performance data for staff and students.
- Help to produce reports within the quality assurance cycle.
- Assist in the production of reports on examination performance, including the use of value-added data.
- Assist in the identification of exam entries within the Faculty.

## **Communications and Liaison**

- Help ensure that all members of the Faculty are familiar with its aims and objectives.
- Ensure effective communication as appropriate with the parents of students.
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- Contribute to the planning and delivery of College liaison activities.
- Contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in College, partner schools and the wider community.

## **Management of Resources**

- Assist the Learning Director of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other faculties to ensure a sharing and effective usage of resources to the benefit of the College and the students.

## **Pastoral System**

- Help to monitor and support the overall progress and development of students within the Faculty.
- Help 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.
- Act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- Assist in the implementation of the Behaviour Management System in the Faculty so that effective learning can take place.

## **College Ethos**

- Play a full part in the life of the College's community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- Actively promote the College's policies.
- Comply with the College's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

***This college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***