



Purpose	<p>To support the Head of Maths to lead and manage the Maths Faculty, ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher of the school.</p> <p>To be responsible for raising standards of student attainment and achievement and to monitor and support student progress.</p> <p>To have lead responsibility for:</p> <ul style="list-style-type: none">• Curriculum development (Years 9-11)• Data and tracking (Years 9-11)• Faculty behaviour and reward (years 9-11)• Maintaining an overview of interventions <p>To undertake an appropriate teaching commitment and associated duties in accordance with school policy and Teachers' Pay and Conditions of Service.</p>
Reporting to:	Head of Maths
Responsible for:	Staff in the Maths Faculty, Students and School Resources
Liaising with:	Governors, SLMT, teaching and support staff, parents and other external agencies
DBS Check	Enhanced Level
Working Time	In accordance with the current Teachers' Pay and Conditions Document 195 days, Full-Time (1265 hrs directed time)
Salary	Qualified Teacher Main /Upper Scale + Teaching and Learning Responsibility Payment 1A £7,699 (@1.9.16)

STRATEGIC LEADERSHIP

1. Work with the Head of Maths to raise standards of student attainment and achievement in Maths and monitor and support student progress to ensure all students make above expected progress and are working towards a minimum of expected progress each year
2. Advise on improved systems and processes required to underpin improvement
3. Monitor, evaluate and communicate the impact of learning and teaching
4. Contribute to the formation, implementation and monitoring of the School Continuous Improvement Plan
5. Contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings
6. Actively promote the development of effective subject links with external agencies
7. Support the day-to-day monitoring of performance of members of the Maths Faculty

PEOPLE MANAGEMENT

8. Work with the Head of Maths to ensure that agreed staff development needs are identified and met
9. Support the organisation and delivery of the Maths Faculty's INSET during staff training time and when other opportunities for Faculty INSET arise
10. Support the development and enhancement of the teaching practice of others, establishing common standards of practice and developing effective teaching and learning styles within the Faculty
11. Liaise with staff to implement agreed strategies

LEARNING AND TEACHING

12. Support the Head of Maths to actively monitor and respond to curriculum development and initiatives at national, regional and local levels
13. With the Head of Maths, ensure that appropriate specifications, schemes of work, marking and assessment procedures are established and reviewed
14. Be aware of the latest developments in exam specifications and to determine, in consultation with the Head of Maths, the specifications to be offered and when examinations are to be sat by which students
15. With the Head of Maths maintain accreditation with the relevant examination and validating bodies
16. Ensure teachers take responsibility for ensuring that teaching rooms are kept in good order, have appropriate and stimulating wall displays which are reviewed, replaced and improved at regular intervals in accordance with the school's policy
17. Support the Head of Maths to ensure the organisation of suitable cover work in the event that no work has been set by absent teachers
18. Communicate effectively with parents and carers
19. Share in the management of the behaviour of students including the break duty rota
20. Assist in the implementation of the Behaviour for Learning policy and the Five Respects in the Maths Faculty so that effective learning can take place
21. Promote the application of ICT in the faculty especially the use of VTLE
22. 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
23. Contribute to PSHE, Citizenship and Enterprise according to the school policy

GENERAL RESPONSIBILITIES

24. Prepare reports for the Head of Maths and SLMT as required
25. Lead by example and promote and enable team work in pursuit of corporate excellence
26. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and promote equal opportunities for all
27. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
28. Identify resource needs and contribute to the efficient / effective use of physical resources, co-operating with other faculties to ensure sharing and effective usage
29. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
30. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description
31. Maintain confidentiality and observe data protection and associated guidelines where appropriate
32. Contribute to the school marketing activities, e.g. the collection of material for press releases
33. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

This above job requirements are specific to the role and complement the duties of a teacher with significant responsibility as defined in the current Teachers' Pay and Conditions Document. **This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

Date: Jan 2018

Head teacher: H. S. Hayer