**FRIERN BARNET SCHOOL**

**Specialist Arts College**

**Hemington Avenue, London, N11 3LS**

**Headteacher: Mr S Horne**

**HEAD OF FACULTY, MATHEMATICS**

**Required for January 2020 or earlier**

**Salary: MPR/UPR (TLR 1)**

**Closing date: 9.00 am, Monday 24 June 2019**

This is an exciting opportunity for a bright and committed individual to lead a professional and high-achieving team within a well-respected and successful school.

Are you an enthusiastic and ambitious leader who can raise standards across the school? Do you have the ability to motivate and challenge all of our students, including our most able mathematicians?

Due to the successful promotion of our current post holder, we are seeking to appoint an exceptional teacher and leader to join us with the energy and enthusiasm needed to inspire and motivate both students and staff. The candidate must have high expectations and want to work within a school where we share an ambition for our students of all abilities. Applicants will have excellent interpersonal skills and the expertise to deliver inspirational learning experiences for young people of all abilities, in which all students can achieve their best. The applicant will need to have the ability to teach up to GCSE level.

The successful candidate will maintain a focus on strategies to sustain the highest quality of teaching and learning in mathematics to achieve outstanding outcomes. You will be able to lead, strategically plan and motivate both students and teachers to achieve their full potential and lead the faculty on to further success.

Friern Barnet School provides a comprehensive curriculum whilst maintaining a special emphasis on the creative arts. We are hugely ambitious academically for our pupils, ensuring that they secure the results to go on to good universities and on to fulfilling careers. We also want them to live lives which are personally and socially fulfilling, developing a love for art, music, dance, theatre and culture which will enrich the whole of their lives.

The school has a comprehensive induction programme and excellent professional development opportunities. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure Barring Service.

We are looking for someone with ideas, drive and ambition towards success. The successful person will not be afraid to trial innovative ideas aligned to having the highest expectations of all students.

If you would like to lead this hard-working, able and effective team of committed teachers, we would like to hear from you. For an application pack and further information please visit ‘Vacancies’ at [**www.friern.barnet.sch.uk**](http://www.friern.barnet.sch.uk)

**Head of Faculty, Mathematics**

Thank you for your interest in this position, which will be a key appointment in the further development of Friern Barnet School.

Enclosed are the following for your information:

* Department overview
* Current job description
* Current person specification

On our website you will find an application form and the school prospectus. All of this material will give you a clear impression of Friern Barnet School and its strong learning culture.

As the Head Teacher, I feel very privileged to be leading this community school; a school in which we all work together to ensure that all students, whatever their ability, can succeed, enjoying and excelling in everything they do.

The Governors and I look forward to receiving your application. Please note the closing date is at 9.00 am on Monday 24 June 2019

Yours sincerely

Simon Horne

Head Teacher

**THE MATHEMATICS FACULTY AT**

**FRIERN BARNET SCHOOL**

Organisation

The mathematics Faculty currently comprises six full and one part time member of staff. We are a strong and settled team and are all committed to raising standards in mathematics for all learners. We are very proud of our results but always strive to improve. Last year 67% of our students achieved a grade 4+ ( National 60%) and 15% achieved a grade 7+ ( National 16%) which was an improvement on the first year of the new specification.

We have robust tracking systems and assessment procedures which allow us to identify students who are underachieving. Our strength is working collaboratively with each other to support every member of our team. We meet regularly to share teaching and learning ideas. We have a strong culture of celebrating success and the faculty offers a range of opportunities that extend beyond the classroom, including STEM projects for some of our most able students. The department also is actively engaged with the national VEX robotics programme.

Accommodation

The faculty is situated in a suite of rooms adjacent to one another on the top floor of the school. We have 5 teaching rooms in this area with one having a suite of 30 computers. All rooms have the interactive whiteboards with ActivInspire software.

The Curriculum

At present all years are streamed, in that we have two higher groups and two mixed groups as the year groups are taught in two bands consisting of 4 teaching groups. We feel this balance ensures the best standard of teaching and learning and opportunity for all of our students to make expected progress. All our schemes of learning have been reviewed and rewritten to reflect the changes in the curriculum. We are a team of passionate mathematicians who are committed to sharing and learning from each other. We welcome the opportunity to meet with mathematics specialists who would embrace this culture and bring further ideas, drive and determination to see them put in place for the benefit of all students and staff.

Current Developments

A successful candidate will be joining a mathematics faculty that has a strong work ethos, a supportive, friendly environment that is conducive to developing any professional. An established school to school network with our local teaching alliance offers regular dialogue and collaboration opportunities.

Members of the mathematics team are involved in our transition programme, which involves student numeracy ambassadors delivering a range of mathematical challenges to KS2 students. The faculty lead on a range of initiatives from ‘number day’ to the annual UK maths challenge, as well as providing aspirational opportunities for students to visit top universities.

June 2019



**Friern Barnet School**

**Job Description**

|  |  |
| --- | --- |
| **Post Title:** | HEAD OF FACULTY |
|  |  |
| **Purpose:** | * With a clear understanding and focus of how students learn, to lead and manage curriculum development in order to improve the quality of student learning and 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 subject 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 Strategic Commitment, Purpose and Intent of the school.
* To give full support to the school’s Enjoy and Excel culture and to develop a positive attitude towards learning in our students in accordance with the curricular policies determined by the Governing Body and Head Teacher.
* To be accountable for leading, managing and developing the faculty’s subject/ curriculum area(s).
* To efficiently and effectively manage and deploy staff, financial and physical resources within the faculty to support its designated curriculum portfolio.
* To act as line manager for teaching and other staff within the faculty, usually also acting as their team leader for performance appraisal.
* To be committed to the safeguarding of children
 |
|  |  |
| **Reporting to:** | Designated Senior Leadership Team (SLT) Member |
|  |  |
| **Responsible for:** | Teaching staff and other relevant personnel within the faculty. |
|  |  |
| **Liaising with:** | Head Teacher/Senior Leadership Team, teaching and support staff, LA representatives, external agencies and parents. |
|  |  |
| **Working Time:** | 195 days per year. Full-time |
|  |  |
| **Salary/Grade:** | TLR 1 |
|  |  |
| **Disclosure & Barring Service (DBS)** | Enhanced |
| **MAIN (CORE) DUTIES** |
| **Operational/ Strategic Planning** | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty
* The day-to-day management, control and operation of course provision with the faculty, including the efficient and effective deployment of staff and physical resources
* To actively monitor and evaluate student progress and respond appropriately to ensure standards of attainment and achievement are raised consistently
* To implement school policies and procedures
* To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School
* To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject/curriculum area(s), the School Improvement Plan, the Faculty Improvement Plan and the aims and objectives of the School
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Officer
* With the Head Teacher, SLT and other heads of faculty to assist in the whole-school self review and evaluation process and the development and implementation of the School Improvement Plan (SIP)
 |
|  |  |
| **Curriculum Provision:** | * To liaise with the designated SLT member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and whole school curriculum portfolio
* To be accountable for the development and delivery of the faculty’s designated subject/curriculum area(s)
* To facilitate regular informal and formal regular assessment of student progress within the faculty subject/curriculum area(s), including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results
* To liaise with and support the examinations officer / relevant staff in organising subject examinations for all years and Mock examinations in Year 11
 |
|  |  |
| **Curriculum Development:** | * To lead, initiate, encourage and coordinate curriculum development for the whole faculty
* To keep up to date with national developments in the subject/curriculum area(s), and with teaching practice and methodology
* To lead, initiate, encourage and coordinate teaching strategies, including the performing arts, that promote and enable high quality learning
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
* To liaise with the designated SLT member to maintain accreditation with relevant examination and validating bodies
* To be responsible for the development of appropriate mathematics qualifications and accreditation within the faculty’s designated subject/curriculum area(s)
* To ensure that the development of the faculty’s designated subject/curriculum area(s) are in line with national developments
 |
|  |  |
| **Staffing****Staff Development:****Recruitment/ Deployment of Staff** | * To work with the relevant SLT member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
* To be responsible for the efficient and effective deployment of the faculty’s technicians/support staff [as appropriate]
* To undertake Performance Appraisal Review(s) and usually to act as team leader for staff within the faculty
* To act as line manager for teaching and other staff within the faculty
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor
* To participate in the appointment and selection process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To promote teamwork and to motivate staff to ensure effective working relations
* To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model
 |
|  |  |
| **Quality Assurance:** | * To establish and implement systems to regularly monitor and evaluate the quality of teaching and learning in the faculty
* To ensure that the faculty's quality procedures meet the requirements of self review and evaluation
* To enable, promote and encourage the sharing of good practice within the faculty and between faculties
* To demonstrate excellence in classroom practice
* To monitor the performance of subject/curriculum area(s) within the faculty with the relevant subject specialist(s) [as appropriate]; to carry out an annual self-review and evaluation for each subject/curriculum area, and for the faculty as a whole, including an analysis of examination results
* To develop a Faculty Improvement Plan (FIP) in response to this self-review and evaluation and the key objectives of the SIP
* To work towards implementing the FIP and meeting the targets set within it
* To establish common standards of practice within the faculty and develop the effectiveness of teaching strategies in all subject/curriculum area(s)
* To contribute to the School procedures for monitoring teacher performance and standards including all internal faculty monitoring procedures
* To implement School quality procedures and to ensure adherence to these within the faculty
 |
|  |  |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the faculty, including information on the management information system
* To evaluate and make use of performance data provided to improve the quality of teaching and learning in the faculty
* 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 faculty
* To produce reports on examination performance, including the use of value-added data
* In conjunction with the relevant SLT member, to manage the faculty's collection of data.
* To provide the Head Teacher/Governing Body with relevant information relating to the faculty’s performance and development
* To provide the Exams Officer with relevant, accurate information concerning the entry of students for public examinations
* To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations
 |
|  |  |
| **Communications:** | * To ensure that all members of the faculty are familiar with its aims and objectives, FIP and targets
* To ensure effective communication/consultation as appropriate with the parents of students
* To ensure effective communication and consultation within the faculty and between the faculty and the rest of the school
* To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
* To represent the faculty’s views and interests
* To communicate the work and success of the faculty to the rest of the school and to parents and the wider community
* Attend meetings according to the school’s Meetings Policy
 |
|  |  |
| **Marketing and Liaison:** | * To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases
* To promote the work and successes of the faculty at open days/evenings and other events
* To lead the development of effective subject links with partner schools and the community, eg: attendance where necessary at liaison events with partner schools
* To actively promote the development of effective subject links with external agencies
 |
|  |  |
| **Management of Resources:** | * To manage the available resources of space, staff, budget and equipment efficiently within the limits, guidelines and procedures of the school and LEA, requisitioning, organising and maintaining equipment and stock and keeping inventories and appropriate records up to date
* To ensure that all equipment is appropriately marked and logged for security purposes
* To ensure the security, safe-keeping and correct and appropriate use of equipment and resources at all times
* To work with the relevant SLT member in order to ensure that the faculty’s teaching commitments are effectively and efficiently time-tabled and roomed
 |
|  |  |
| **Pastoral System:** | * To monitor and support the overall progress and development of students within the faculty
* To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description for a teacher
* To contribute to PSHE, citizenship and enterprise according to school procedures
* To ensure the behaviour management procedures are implemented in the faculty so that effective learning can take place
 |
|  |  |
| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description
 |
|  |  |
|

|  |
| --- |
| **Other Specific Duties**: |
| * To play a full part in the life of the school community
* To promote actively the school’s policies
* To actively engage in the school’s self-review and evaluation processes
* To actively engage in the school’s performance management processes
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
* To attend meetings as determined in the meetings policy and as directed by the Head Teacher
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Document, not mentioned in the above

To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed.Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.* |

 |
|  |
| 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. |

**PERSON SPECIFICATION – HEAD OF FACULTY, MATHEMATICS**

|  |  |  |
| --- | --- | --- |
| Qualifications | Essential or Desirable | How measured?Application/Interview/Reference  |
| Qualified Teacher Status | **E** | **A** |
| Graduate degree | **E** | **A** |
| A willingness to undertake further relevant training and to pass those skills on to other members of staff, as appropriate | **E** | **I**  |
| **Skills and Experience** |  |  |
| Proven leadership and management skills  | **E** | **A/I/R** |
| Three or more years of successful experience of teaching students of all abilities in the 11-16 age group, ensuring excellence in the quality of teaching and learning | **E** | **A/I** |
| Successful and exemplary classroom practitioner | **E** | **A / I** |
| Excellent knowledge of the curriculum and current educational issues that relate to the subject | **E** | **A/I/R** |
| Successful experience in preparing students of all abilities for GCSE examinations | **E** | **A/I/R** |
| Understanding of strategies for raising student attainment at all levels | **E** | **A/I/R** |
| Imagination to integrate the use of Performing Arts as a teaching strategy | **E** | **I/T** |
| High level of communication and interpersonal skills including confident use of ICT | **E** | **A/I** |
| Successful experience, probably as a form teacher, of supporting the whole educational development of pupils | **D** | **A/I** |
| Excellent organisational ability | **E** | **A/I** |
| Aware of up to date information concerning the safeguarding of children and young people | **E** | **A/I/R** |
| **Personal attributes** |  |  |
| Enthusiasm and a sense of humour | **E** | **A/I** |
| High level of commitment and reliability, coupled with attention to detail | **E** | **A/I** |
| Ambition and Vision | **E** | **A / I** |