



JOB DESCRIPTION	
Job Title	Head of Maths Faculty
Pay Range	MPS/UPS and TLR 1B
Responsible To	Assistant Principal
Responsible For	Assistant Head of Faculty, other post holders, teaching staff and specified staff with the faculty.
Date Reviewed	January 2021

The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teachers and the CES Contract of Employment.

The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

JOB PURPOSE

To facilitate and encourage learning which enables all students to fulfil their potential; to promote, share and support the college's responsibility for the safeguarding, well-being, education and discipline of all students.

Under the reasonable direction of the Principal, carry out the professional duties of a college teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To strategically lead the provision of teaching and learning in the faculty.

To raise standards and achievement within the whole faculty area and monitor and support student progress.

Develop and enhance the teaching practice of others.

Ensure the provision of an appropriately broad, balanced, relevant, engaging and differentiated curriculum for students studying in the faculty, in accordance with the college's aims and curricular policies.

Be accountable for leading, managing and developing the subject/curriculum areas within the faculty.

Effectively manage and deploy staff, financial and physical resources within the faculty to support the delivery of the curriculum.

To ensure the faculty is appropriately represented at all internal professional meetings.

TEACHING

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

STRATEGIC PLANNING

Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.

Be responsible for the day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources.

Implement college policies and procedures, e.g. equal opportunities, health and safety, etc.

Lead and manage the planning function of the faculty to ensure that the activities of the faculty support the College Improvement Plan and the aims and objectives of the college.

Review performance across all subjects in the faculty in order to identify development priorities.

CURRICULUM PROVISION

Liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements college self-evaluation and the College Improvement Plan.

Be accountable for the development and delivery of curriculum subjects within the faculty

Lead curriculum development for the whole faculty.

Keep up to date with curriculum developments in the subject area/s and teaching practice and methodology.

STAFFING

Work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty.

Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the relevant cover staff to secure appropriate cover within the faculty.

Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures.

Ensure regular and effective communication with all members of the faculty and ensure awareness of priorities in the Department and College Improvement plans.

QUALITY ASSURANCE

Ensure the effective operation of whole college quality assurance processes.

Ensure the effectiveness of teaching and learning in all subject areas within the faculty and support whole college priorities.

Ensure accurate and up-to-date data concerning student performance across the faculty is input on the management information system to agreed deadlines.

Analyse and evaluate performance data across subjects within the faculty.

COMMUNICATION

Ensure effective communication/consultation as appropriate with within the faculty and with the parents/carers of students.

Represent the faculty's views and interests as part of college consultation processes.

Lead the development of effective subject links with partner schools, colleges and the community, promoting subjects effectively at liaison events in college, partner colleges and the wider community.

PASTORAL SYSTEM

Ensure the college's behaviour policy is implemented in the faculty so that effective learning can take place.

Act as a Form Tutor and to carry out the duties associated with that role as outlined in the staff handbook.

Contribute to PSHCE according to college priority and need.

MANAGE OWN PERFORMANCE AND DEVELOPMENT

Take responsibility for own professional development, engage in internal and external CPD, and to keep up to date with research and developments in pedagogy and in the faculty subjects.

Lead by example to the staff and students in presentation and personal conduct.

COLLEGE ETHOS

Play a full part in the life of the college community, fully support the distinctive Catholic mission and ethos and encourage and ensure staff and students follow this example

Promote actively the college's corporate policies.

Comply with the college's health and safety policy and undertake risk assessments as appropriate.

Support the College in meeting its requirements for collective worship and liturgy.

Adhere to the college's Code of Conduct

This job description is current at the date stated but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.