

THE MARCHES ACADEMY TRUST

POST TITLE:	Deputy Director of Mathematics Faculty
GRADE:	MPS + TLR2b
HOURS OF WORK:	1.0fte
POST STATUS:	Permanent

INTRODUCTION

Vision and Values - Our Vision – ‘Achievement Through Caring’

We believe: Successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

We offer:

- ❑ A supportive environment with an experienced team where you will be invested in and valued
- ❑ A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust
- ❑ A varied day with different experiences and challenges
- ❑ A Talent Pathway that offers you continued professional development and learning for you as an individual

PURPOSE

To ensure quality first teaching gives every child the skills to achieve in a caring environment.

RESPONSIBLE TO

Headteacher, Deputy and Assistant Headteacher, Director of Faculty.

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

This is a key role within the Mathematics faculty, as is reflected by the significant responsibility for areas relating to whole faculty effectiveness.

- ❑ To teach at KS3, KS4 and KS5.
- ❑ To contribute to other areas of the curriculum as and when necessary.
- ❑ To assist in establishing Faculty aims and objectives and state them in the Faculty Handbook.
- ❑ To assist in the production, monitoring and evaluation of the faculty database.
- ❑ To assist in the organisation of setting arrangements for all year groups.
- ❑ To assist in the organisation of examinations for all year groups; including teacher assessments, GCSE and other vocational qualifications.
- ❑ To represent the faculty in cross curricular working parties and work with outside organisations in order to enrich the experience of students.
- ❑ To lead team meetings and briefings at appropriate points during the academic year.

- ❑ To assist in the review process in order to evaluate and develop curriculum materials, procedures and strategies to meet these objectives.
- ❑ To work with team members to ensure they feel confident to support students.
- ❑ To help develop structures to facilitate progression and continuity in terms of cross phase work.
- ❑ To contribute as appropriate to work involving cross-curricular themes.
- ❑ To assist in establishing appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the Faculty, including the careful presentation of work and the care of books and equipment.
- ❑ To assist in establishing procedures for the monitoring and recording of progress, which include the active participation of students, and involve the passing on of records from year to year.
- ❑ To write diagnostic reports as appropriate.
- ❑ To contribute to the Faculty Development Plan and support in making progress towards the stated aims.
- ❑ To assist in gathering information for Faculty supplies and orders.
- ❑ To assist with recruitment and appointment.
- ❑ To support ITT work within the school.
- ❑ To encourage teamwork and good morale.
- ❑ To create a positive learning environment through displays and positively reinforce students' work in the area.
- ❑ To help oversee and evaluate the work of staff within the Faculty
Including:
 - Observation of lessons and non-teaching tasks
 - Checking of books, records and assessments
 - Contribution to performance management
- ❑ Attend line manager meetings when appropriate.
- ❑ To keep abreast of ICT developments and disseminate the information to the team.
- ❑ To carry out appraisals for identified staff.

TEACHING AND LEARNING

- ❑ To adhere to Teaching Standards at all times.
- ❑ To take a lead on the innovation, creation and consistency of the KS3 Mathematics curriculum.
- ❑ To maintain behaviour for learning in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- ❑ To promote teaching and learning styles which stimulate student interest and involvement in learning.
- ❑ To ensure the implementation of the school's homework and marking policy.
- ❑ On an annual basis to assist in deploying staff within the Faculty and ensure that all staff are allocated tasks to be completed in each academic year. These tasks should relate to both the standard business of the faculty and faculty priorities.
- ❑ To ensure the Faculty is represented in any working groups on whole school initiatives.
- ❑ To assist in arrangements for the induction of **all** newly appointed staff (teaching and non-teaching).
- ❑ To contribute to a programme of guidance and support for NQTs and Associate Teachers taking on a role of mentor if necessary.
- ❑ To support ITT work within the wider school.

- ❑ To keep up to date with marking, assessments and data entry and assist in holding members of the Faculty accountable.
- ❑ To ensure I.T is integrated in the curriculum.
- ❑ To assist in creating and implementing new rewards systems that recognise the achievements of students within the Mathematics Faculty.

CURRICULUM DEVELOPMENT

- ❑ To take a lead responsibility for the development of KS3 schemes of work, assessments, resources and displays and assist the Director with this at KS4 and KS5.
- ❑ To work towards the appropriate differentiation of the curriculum so as to meet the needs of all levels of student ability.
- ❑ To help organise workshop activities and meetings that enable discussion and development of the curriculum and to encourage staff to become more reflective and informed about their classroom practice.

STANDARDS AND QUALITY ASSURANCE

- ❑ To uphold department, school and Trust procedures, policies and plans.
- ❑ To represent the department in cross-curricular working parties including moderation.
- ❑ To attend Department, Year Team meetings and events to fully support the department, the school and the Multi-Academy Trust.
- ❑ To attend relevant INSET courses and meetings within the Trust and with outside agencies.
- ❑ To take a professional approach to all aspects of the work.
- ❑ Respect confidentiality: all confidential information should not be released to unauthorised persons.

COMMUNITY RESPONSIBILITIES

- ❑ To ensure effective dialogue with parents in accordance with school policies.
- ❑ To work closely with partner primary schools and post-16 institutions.
- ❑ To liaise with external agencies and employers as necessary.
- ❑ To support whole school activities that benefit the whole community.
- ❑ To ensure that the Faculty's work is displayed and promoted in the school and community as appropriate

STAFF DEVELOPMENT

- ❑ To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- ❑ To encourage and research relevant CPD opportunities for members of the Faculty.
- ❑ To continue personal development in relevant areas including subject knowledge and teaching methods.
- ❑ To ensure effective and efficient deployment of classroom support.
- ❑ To contribute to the delivery of relevant training programmes.
- ❑ To work as a member of the department team to contribute to positive effective working relationships within the Academy Trust.

SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

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

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”

Note: The Marches Academy Trust Schools are a designated no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.