

JOB DESCRIPTION

School:	Chingford Foundation School Chingford Academies Trust
Title of Post:	Head of Mathematics Faculty
Grade/Pay Range:	MPS/UPS + TLR 1c
Department:	Mathematics
Reporting to:	LG Line Manager
Responsible for:	Mathematics staff

JOB PURPOSE

- To provide high quality leadership and direction for the Faculty and to ensure it is well managed and organised in a way that meets the aims and objectives of the school
- To line manage the Mathematics department
- To lead and manage all aspects of the Mathematics curriculum, negotiating responsibilities for particular key stages with other responsibility point holders in the department.
- To provide an effective and efficient teaching service within the Mathematics department.

MAIN DUTIES / RESPONSIBILITIES

1. To assume a key role in raising standards of attainment in teaching and learning within their Faculty area through close monitoring and evaluation systems
2. To support the identification of various cohorts of pupils by promoting strategies designed to accelerate their progress
3. To develop effective means of overcoming barriers to learning and promote inclusive approaches
4. To use appropriate research methods including ICT for data collection and collation to monitor and improve pupil progress within the Faculty
5. To promote and support inclusion and equality
6. To have responsibility for all aspects of Mathematics including the deployment of resources.

7. To monitor the progress of all students in the Faculty through close monitoring with planned interventions when necessary.
8. To hold termly banding reviews where appropriate to ensure all pupils are in the correct groups.
9. To take the lead in determining Faculty and Departmental policy.
10. To contribute to the school's ongoing self-evaluation process through annual departmental reviews.
11. To provide an effective role model in terms of own classroom practice.
12. To promote an ethos of team work and culture of sharing.
13. To performance manage teachers in their Faculty area and possibly other areas as required.
14. To ensure the smooth running of all administrative issues relating to external and internal exams within their subject.
15. To provide induction support and supervise work of all NQTs and trainee teachers within the Faculty.
16. To ensure that Support Staff are deployed, managed and appraised effectively.
17. To facilitate Faculty and Department meetings and circulate agendas and minutes.
18. To assist in the appointment of new staff.
19. To assist in organizing the staffing and rooming for the Faculty.
20. To prepare, teach, mark and evaluate pupil's work according to departmental and school policies.
21. To teach lessons at any/all of KS3, KS4 and KS5.
22. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle.
23. To keep informed of curricular developments.
24. To keep informed of whole school policies and to play an active role in implementing them.
25. To carry out the pastoral duties (which may include being a Form Tutor).

26. To attend pastoral meetings and play an active role in developing and implementing year-team policy.
27. To attend appropriate parent's evenings.
28. To carry out a share of supervisory duties in accordance with published schedules.
29. To participate in appraisal review and development procedures.
30. To carry out any other reasonable duties as required by a LG member.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.
5. To participate in Performance Management annually, in line with school policy.
6. To participate in continuing professional development opportunities as identified in Performance Management and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other requirements

1. To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

To identify, minimise and always try to prevent interpersonal abuse or violence. All staff must accept their role in safeguarding pupils and vulnerable people and must report actual or potential abuse or violence to the Safeguarding Lead, in the case of pupils, or to the Leadership Group line manager of their work area or the Human Resources Manager, in the case of staff. An appropriate investigation according to the school policy framework will then be undertaken.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Postholder

Signature Date