

Dear Applicant

Thank you for your interest in the position of **Assistant Head of Faculty (Second in Department - Mathematics)** at Dean Trust Wigan, Greenhey, Orrell, Wigan. WN5 0DQ.

***Teaching and Learning Responsibility – TLR2B £4784.00***

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk)

**Method of Application**

The preferred method of application is electronically via email to [recruitment@deantrustwigan.co.uk](mailto:recruitment@deantrustwigan.co.uk).

All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of 12pm Noon on Monday 1<sup>st</sup> February 2021 will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email [recruitment@deantrustwigan.co.uk](mailto:recruitment@deantrustwigan.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**The Human Resources Department**

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Assistant Head of Faculty (Second in Department) Mathematics</b>
<b>Reporting to</b>	<b>Head of Faculty - Mathematics</b>
<b>Post</b>	The successful applicant will support the Curriculum Manager in assuming overall responsibility for leading the development of Maths across all Key Stages. Leading and taking on overall responsibility for Key Stage 4 Maths will be a priority part of this role.
<b>Role</b>	To ensure, by means of effective leadership and management, consistent excellence in the standard of achievement, teaching and learning, the quality of provision and personal development for all pupils in the Faculty of Mathematics.
<b>Main duties and responsibilities (Operational)</b>	<ul style="list-style-type: none"> <li>• To continue to raise standards of pupil achievement and attainment in the faculty across all Key Stages through forensic analysis of pupil progress and proactive intervention</li> <li>• To ensure that all members of staff are accountable for pupil achievement and attainment through assessment and monitoring, intervening where necessary to ensure the highest standards are maintained</li> <li>• To develop and enhance teaching and learning across the faculty by sharing good practice and contributing to the faculty Inset programme</li> <li>• To work cooperatively with the Key Stage 3 co-ordinator to ensure that the Schemes of Work for the faculty are up to date, reflecting national initiatives and curriculum changes</li> <li>• Ensure the provision of a broad, balanced, relevant and differentiated curriculum that meets the needs of all learners</li> <li>• To assist the Head of Faculty in the monitoring of the quality of teaching and learning across the faculty, role modelling excellence in practice</li> <li>• To oversee the day-to-day management of the faculty including making appropriate arrangements for absent staff and the implementation of minimum operating standard.</li> <li>• Contribute to the writing of the Faculty Improvement Plan (dSIP) and Department Self Evaluation Form (dSEF) in partnership with the Head of Faculty to ensure the faculty's shared vision for the school</li> <li>• To be responsible for the co-ordination and evaluation of intervention strategies at KS3 &amp; KS4</li> <li>• To ensure appropriate support, guidance and advice is provided for all staff including NQT's and student teachers within the faculty</li> <li>• To organise and manage others as part of the PM line management process</li> <li>• To monitor the setting and assessing of homework in accordance with faculty and school policy</li> <li>• To support the Curriculum Manager in the implementation of an effective behaviour management strategy for the faculty</li> <li>• To support the planning and coordination of wider intervention activity (including revision classes, booster classes, holiday revision school)</li> <li>• To prepare and coordinate internal examinations each half term. To work with the examinations officer and the Head of Faculty to organise mock and external examinations</li> <li>• To deputise when required for the Head of Faculty</li> </ul>

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Academy Principal, Operations Director and Headteacher

The job description will be updated where appropriate in consultation with the post-holder.

Should the successful applicant be a Newly Qualified Teacher, the appointment would, in the first instance, be for a period of 1 year with a review on successful completion of the NQT year.



<b>Education and Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Qualified Teacher Status</li> </ul>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Enthusiastic and excellent classroom practitioner, to be able to successfully teach Mathematics up to GCSE standard</li> </ul>
<b>Special Aptitudes</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Full working knowledge of the National Curriculum requirements for Mathematics subjects</li> <li>• To be able to work as a member of a team</li> <li>• To be committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them</li> <li>• Take responsibility for their own professional development and to keep up to date with research and developments in both their subject and teaching methodology</li> <li>• Demonstrate well developed knowledge and understanding of the latest innovations in Mathematics education</li> <li>• To be able to assist in the planning and organisation of school trips/visits</li> <li>• Commitment to providing subject enhancement opportunity through the extended curriculum</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Be able to contribute to the extended curriculum</li> <li>• To integrate ICT into the teaching of Mathematics</li> </ul>
<b>Interpersonal Skills</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• To be able to work effectively with pupils, staff, parents and members of the community</li> <li>• Excellent communication skills and the ability to communicate effectively with pupils, staff, parents and senior leaders</li> <li>• Highly organised and efficient</li> <li>• Hard worker who is flexible and able to take on any required task</li> <li>• Proactive with the ability to use own initiative to identify and solve problems</li> <li>• Ability to work independently and as part of a team</li> <li>• Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships</li> </ul>