The Durham Federation

Job Description

Position: Faculty Leader - Mathematics (including numeracy)

Salary: L6-L10

Reports To: Deputy Headteacher and to both Director of Teaching & Learning and Director of Curriculum and Outcomes for their related responsibilities

The key task of the Faculty Leader of Learning is to ensure their faculty’s provision is both efficiently and effectively managed and their focus responsibility is well promoted and significantly raises standards in its implementation. The range of responsibilities delegated to the Faculty Leader of Learning with regard to provision and coordination is outlined below. It is expected that all legal and statutory requirements are met for students via the Faculty Leader of Learning.

Core Purpose of the Post

The Faculty Leader of Learning, with the support of SLT and Governing body, takes responsibility for the day-to-day operation of provision made by the Federation for students within their faculty and provides professional guidance in their area in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all students.

Key Responsibilities

* Strategic direction and development of faculty and focus area provision
* Department SEF
* Teaching and learning
* Leading and managing staff
* Efficient and effective deployment of staff and resources
* Effective monitoring of standards and underperformance
* Ensure effective systems of communication, including feedback about student’s learning and progress in forms faculty’s future planning and intervention.
* Monitoring the quality of faculty’s support by establishing effective systems to identify and meet the needs of students, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
* Ensure that the objectives of the faculty’s and focus area’s department improvement plan reflect priorities in the Federation Improvement Plan.
* Liaise with and coordinate the contribution of external agencies, pastoral and SEND support
* Maintain up-to-date knowledge of National and local initiatives which may impact upon policy and practice in the faculty and focus area.

Progress & Achievement of Students

* To monitor the achievements, welfare and discipline of students in the faculty and focus area, and to follow up progress reviews, liaising with faculty staff, the pastoral team and parents when appropriate.
* To liaise with other faculties, pastoral support team, feeder schools particularly regarding transition, and external agencies such as Exam Boards.
* To co-ordinate the entries for internal and external examinations in conjunction with the Examinations Officer
* To ensure all data deadlines are met and the quality of assessment in the faculty and focus area is effective and timely
* To ensure all students in the faculty and focus area make progress in line with at least good progress

Teaching & Learning

* Influencing the whole Teaching and Learning policy to promote aspects of the focus area
* Leading CPL regularly and where appropriate on the focus area; this may include chairing and be a part of working parties and coaching groups linked to the focus area
* Providing opportunities for observation of colleagues/visits to other schools in order to share best practice re: the faculty subjects and the focus area.
* Reviewing lessons through drop ins and student trails to quality assure faculty teaching and learning and across the Federation ensure development of the focus area
* Collect and interpret specialist assessment data gathered on students and use to inform faculty and focus area practice.
* Work with students, second in faculty, class teachers and those with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for students.
* Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
* Overseeing and monitoring the quality of academic support plans and intervention liaising with the behaviour and SEND team and maintaining detailed information for subsequent meetings with parents.
* Develop systems for colleagues to monitor and record progress made by students towards the achievement of targets set in academic health checks and intervention plans.
* Review intervention support plans half termly with parents, students and teachers and agree and communicate new targets.
* Supporting the Headteacher in meeting statutory responsibilities for the improvement of the focus area across the curriculum
* Liaise with the Examinations Officer to provision for all examinations is identified and met.

Leadership & Management

* To lead the faculty team and staff in the focus area and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the faculty
* To promote an atmosphere of continuing professional learning and to share good practice with colleagues.
* To contribute to the Federation’s development plan / SEF.
* To support the professional development of all staff, including newly qualified teachers and initial teacher training students in the faculty and with the focus area.
* To review annually a coherent set of job descriptions and oversee their implementation.
* Contribute to the selection, and promotion, of staff including the writing of references. To be involved in short-listing and interview procedures.
* To manage effectively all staff connected with the faculty and focus area.
* Advise the Headteacher and Deputy Headteacher on all staffing matters within the department.
* To appraise all departmental colleagues on an annual basis.
* Encourage all staff to recognise and fulfil their statutory responsibilities.
* Develop proformas for essential systems, in order to create an administrative infrastructure as part of an effective communications system within the faculty and focus area.
* Identifying the training needs of staff and organising/coordinating CPL to be delivered by other professionals.
* Disseminate procedural information such as recommendations of the code of practice or the Federation’s own SEND, assessment, and behaviour policies.
* Ensure the establishment of opportunities for Learning & Teaching Assistants to review the needs, progress and targets of students with learning difficulties.
* Provide regular information to the Headteacher, governing body on the evaluation of the effectiveness of provision for students within the faculty and focusarea, to inform decision**-**making and policy review.

Efficient & Effective Deployment of Staff & Resources

* Draw up the annual faculty budget and annual Faculty Development Plan and Self –evaluation audit.
* Provide advice to Headteacher/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the faculty and focus area.
* Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT, teaching assistants, intervention.
* Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the Federation.
* Organise and manage rota of staff to cover any intervention programmes, detentions, duties, revision

Curriculum

* To ensure that work in support of schemes of work is developed and reviewed regularly in co-operation with all members of the faculty.
* Ensure faculty runs an effective system of cover for absent staff.
* To manage the faculty’s financial, teaching and material resources to ensure the effective learning of all students.
* To contribute to the work of the Federation’s Welfare Management Group.
* To contribute to the work of the Federation’s Curriculum and Outcomes Management Team.
* To construct the matrix to timetable faculty staff and ensure effective setting of students.

Ethos & Culture

* To provide leadership in promoting an ethos and culture within the faculty and focus area that is in line with achieving the aims of the Federation.
* To facilitate, within the whole Federation, behaviours that support and contribute towards developing the values of the Federation.
* Undertake such other duties that may be required from time to time at the request of the Headteacher.
* Participate in training and learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
* Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to overall ethos/work/aims of the Federation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_