**Carr Hill High School & Sixth Form Centre**

**Faculty Leader Job Description: Maths**

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| **Grade**  **Directly Responsible to**  **Working time** | TLR 1.2 £9664  Deputy Headteacher  Full time |
| **Specific Purpose/Tasks** | * To provide strategic and operational leadership and management of the Maths Faculty, securing high rates of attainment and progress from all students Year 7 to 13, and to be accountable for student outcomes and the performance of staff. * To provide clear, achievable, aspirational strategic and operational goals for the Faculty, including those contained within the School Improvement Plan, communicated through a Faculty Improvement Plan * To ensure Faculty performance is monitored and evaluated in an accurate and effective manner throughout the Year, in line with school self-evaluation policies and procedures * To ensure the Faculty provides a high quality curriculum appropriate for all students, which meets statutory requirements, supports the aims of the school and is extended by a range of extra-curricular provision which engages and further enriches students * To lead, manage and be accountable for the performance of staff, in order to secure high quality learning and teaching from all teachers leading to students achieving highly compared to similar students in similar schools nationally * To ensure that any support staff in the Faculty are effectively deployed and utilised * To manage personnel policies and procedures, including appraisal and professional development and others to promote the well-being of staff * To work in partnership with the other Faculty Leaders to develop and share the best practice in leadership and management, in order to secure consistency of standards across the school |
| **Operational/ Strategic Planning** | * Coordinating the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies utilising the expertise of UPS2/3 staff and any other TLR holders in the Faculty * Providing day-to-day management, control and operation of the Faculty, including effective deployment of staff and physical resources * Implementing school policies and procedures, e.g. Health and Safety, Behaviour For Learning, Rewards, Professional Development, * Delegating tasks appropriately to other members within the Faculty |

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| **Curriculum Provision** | * Ensuring the delivery of an appropriate, comprehensive, high quality and cost effective curriculum which complements the School Improvement Plan/Self Evaluation, and meets the needs of all learners * Ensuring an appropriate and engaging range of extra-curricular activities are provided which enrich learning * Undertaking specific timetabling tasks for the Faculty, under the direction of the Deputy Headteacher * Liaising with the Deputy Headteacher, as and when required, about curriculum matters |
| **Curriculum Development** | * Managing the overall curriculum development for the Faculty, in line with school, local and national developments utilising the expertise of other staff where appropriate |
| **Staffing/ Staff Development/ Recruitment Deployment of Staff** | * Undertaking Appraisal of designated teaching and support staff in accordance with whole-school procedures and Standards * Coaching and mentoring subject teachers and support staff where appropriate, and otherwise ensuring the development needs of individual staff are identified and provided for * Making appropriate arrangements for classes when staff are absent, ensuring appropriate cover and liaising with the Cover Supervisor/relevant staff where required * Participating in the interview process for teaching and non teaching posts where appropriate and when required and to ensure effective induction of new staff in line with school procedures. * Promoting teamwork and motivating staff to ensure effective working relations, including the maintenance and development of a positive working ethos, and by acting as a positive role model to other staff * Participating in the school’s ITT programme where required * Actively promoting and supporting the well-being of all staff in the faculty |
| **Quality Assurance** | * Implementing effective quality control systems, e.g. QA, work sampling, lesson observation, Learning Walks, moderation, student voice - against school and national Standards, in accordance with school policies and procedures |
| **Communications** | * Managing a regular cycle of Faculty meetings in a productive and collaborative manner * Attending and participating in other management meetings as necessary * Liaising with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies * Liaising with other staff, parents, students, and governors in a professional and positive manner as and when required |
| **Marketing and Liaison** | * Ensuring all staff are familiar with the aims of the Faculty and the school * Contributing to school liaison and marketing activities, e.g. the collection of material for press releases, the prospectus, the website, the school newsletter etc. * Attending Open Days/Options Evenings and other events where required, and organising staff participation in them |
| **Management of Resources** | * Managing appropriate budgets, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records * Managing the effective deployment of rooms and resources used by the faculty * Ensuring appropriate and cost effective decisions are made about examination entry and re-entry |
| **Pastoral System/Inclusion** | * Ensuring the Behaviour For Learning Policy is implemented so that effective learning can take place, e.g. ensuring that the Time Out procedures are correctly and consistently used and Merits/Demerits are consistently and regularly awarded by all staff for all year groups. * To act as a Pastoral Mentor and to carry out the duties associated with that role as outlined in the generic job description |
| **Teaching** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, to the relevant Standards. |
| **Other Specific Duties** | * To engage actively in the Appraisal process. * To undertake any other duty as specified by STPRB not mentioned in the above * To play a full part in the life of the school community and to support its distinctive ethos and to encourage other staff and pupils to be fully engaged * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Colleagues will be expected to comply with any reasonable request from the Headteacher or his representative to undertake work of a similar level that is not specified in this job description |

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| **Signatures** | The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date below 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 in line with the school’s changing needs.  **Signed** ……………….….. (Teacher) **Signed** ………………. (Headteacher  **Dated** ………………..….. (Teacher) **Dated** …………….…. (Headteacher) |