



Faculty Leader
Mathematics

MPR/UPS plus TLR 1b

PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable	Method
Qualified Teacher Status.	✓		A
Recognised postgraduate level qualification.		✓	A
Evidence of ongoing professional development, including further training in preparation for and to enhance leadership.	✓		A

Experience	Essential	Desirable	Method
Evidence of significantly improving teaching and learning at Key Stage 3 and 4 in Mathematics.	✓		A/I
Evidence of raising standards over a sustained period, including evidence of improving progress from Key Stage 2 to 4 in Mathematics.	✓		A/I
Experience and the ability/ambition to develop and maintain a clear and vibrant vision for Mathematics.	✓		A/I
Ability to interpret and act on a wide range of key data to inform practice and expectations.	✓		A/I
Evidence of the effective use of assessment to inform planning for outstanding teaching and learning.	✓		A/I
Experience of contributing to the professional development/coaching and mentoring of colleagues to improve teaching and learning/outcomes.	✓		A/I
The ability to accurately evaluate the quality of teaching and learning in mathematics.	✓		A/I
Evidence of outstanding classroom management skills and consistently excellent teaching and learning.	✓		A/I

Knowledge and Understanding	Essential	Desirable	Method
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In-depth knowledge of the components of effective curriculum design and implementation in relation to Mathematics.	✓		A/I
Proven record of target setting, tracking and monitoring student progress and implementing effective intervention strategies to raise standards.	✓		A/I
Evidence of identifying priorities and constructing an improvement plan within Mathematics.	✓		A/I
Knowledge of evidence based educational research.		✓	A/I

Skills and Personal Qualities

	Essential	Desirable	Method
Excellent leadership skills and a proven ability to motivate, support and challenge staff as appropriate.	✓		A/I
Excellent interpersonal and communication skills.	✓		I
Experience of strategic planning and implementing development planning.	✓		A/I
Ability to set and meet ambitious, challenging goals and targets.	✓		I
Experience of improving others (coaching/mentoring) and able to bring out the best in others.	✓		A/I
Able to contribute to teams across the Academy, particularly at middle leader meetings with an ability to contribute in the formulation of policy and strategy.	✓		A/I

Leadership Attributes

	Essential	Desirable	Method
High expectations for accountability and consistency.	✓		I
Genuine passion and a belief in the potential of every student.	✓		I
Motivation to continually improve standards and achieve excellence.	✓		I
Judgement, drive and influence to lead and inspire others.	✓		I

Personal Attributes

	Essential	Desirable	Method
Passion, commitment, innovation, perseverance and flexibility in supporting achievement.	✓		I
Able to work consistently at a high level of performance.	✓		I
Team player.	✓		A/I
Ability to effectively manage behaviour in the classroom / work as part of a team / undertake a full range of professional duties.	✓		A/I
Commitment to the safeguarding and promoting the welfare of children.	✓		I

A – Application Form

I – interview

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.



Job Description

Post Title:	Faculty Leader of Mathematics
Responsible to:	SLT Link - Mathematics
Grade and Terms and Conditions	MPR/UPS plus TLR 1b

Principal Responsibilities:

General Duties of a Faculty Leader

- To raise standards of student attainment and achievement within Mathematics; to monitor and support all students' progress and be accountable for that progress.
- To be accountable for leading, managing, deploying and developing the teaching and support staff within the Faculty; together with the accountability for the effective use of financial and physical resources.
- To be accountable for leading and developing the Mathematics curriculum.
- To be responsible for self-evaluation and analysis of achievements and standards within Mathematics.
- Implement appropriate plans to impact on the progress of students in Mathematics from Key Stage 2 to Key Stage 4.
- To consistently teach outstanding lessons which bring about excellent outcomes for all students.
- To ensure good and outstanding lessons are taught by all staff in the Faculty, which bring about excellent outcomes for all students.
- To assess the performance and professional development needs of the Mathematics Faculty, providing consistent feedback, guidance and support to ensure high standards.
- The Faculty Leader will be responsible in ensuring that disciplinary literacy/reading is delivered effectively across the curriculum.
- Undertake any professional duties reasonably delegated by the Headteacher/Deputy Headteacher/Assistant Headteacher.
- Any other duties that supports the development of teaching and learning.

Operational/Strategic Planning

- To lead the development of appropriate specifications, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision with the Faculty, including effective deployment of staff and physical resources.
- To implement school policies and procedures, e.g. Equal Opportunities, Behaviour, Health and Safety etc.
- To work with colleagues to formulate the Faculty Development Plan which meets the needs of students and the School Development Plan.
- To foster and oversee the application of ICT in curriculum area including the development of materials for the school website.

Curriculum Development

- To be accountable for the development and delivery of all disciplines within the curriculum area.
- To lead curriculum development for the curriculum area.
- To keep up to date with national developments in the subject area and teaching pedagogy.
- To monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of literacy and numeracy skills in all subjects within the curriculum area.
- To ensure that the development of all subjects within the curriculum area are in line with national developments.

Staff Development

- To ensure that staff CPD needs are identified and met in line with the whole Academy development plan.
- To undertake appraisal reviews as required within the designated faculty.
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department to ensure effective T & L.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT/NQT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
- Set clear expectations and constructive working relationships among staff; determine responsibilities and delegate tasks as appropriate; evaluate tasks and develop acceptance of accountability.
- Implement the mid-leader monitoring calendar.

Standards: Monitoring evaluation and review

- To maintain a curriculum area SEF.
- To lead the department in creating and implementing a Faculty Development Plan, involving all staff that meet school and departmental priorities.
- To establish consistent standards of practice within the Faculty.
- To contribute to the school procedures for monitoring the quality of education.
- To implement school standards and to ensure adherence to those within the Faculty.
- To monitor, evaluate and review the curriculum area in line with agreed school procedures.

Management Information

- To ensure the maintenance of accurate and up-to-date department information on the management information system.
- To analyse and evaluate performance data to identify priorities and intervention needs.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within agreed deadlines.
- To produce reports on examination performance within agreed deadlines.
- To manage the curriculum area's collection of data.
- To provide the Trustee Board with relevant information relating to performance and development.

Communication

- To ensure that all members of the Faculty are familiar with and contribute to the SEF and Development Plan.
- To ensure effective and professional communication with parents.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with Senior Leaders to ensure the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral System

- To monitor and support the overall progress and development of students within the Faculty.
- To monitor student attendance and punctuality together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to IAG, SMSC and enterprise according to school policy.
- To ensure the Behaviour for Learning system is implemented so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in ensuring The Teachers' Standards are met.

Professional Responsibilities	<ul style="list-style-type: none"> • Ensuring that appropriate attainment targets are set and monitored for all students. • Ensuring challenging and engaging teaching and learning is evident within your classroom • Accountability for student progress/attainment outcomes at KS3 & KS4. • Excellent professional role-model to staff and students. • Strong interpersonal skills with the ability to communicate to a range of stakeholders. • A commitment to all students receiving an outstanding educational experience. • Contribution to the wider life and ethos of Biddick Academy.
Shaping the Future	<ul style="list-style-type: none"> ▪ Take a lead in planning and developing capacity in leading teaching and learning within the Faculty and through the Academy. ▪ Be a leader who is able to deliver a vision with detailed Faculty plans with priorities identified. ▪ To develop detailed schemes of work with the Faculty, which are linked to assessment criteria.
Leading Teaching and Learning	<ul style="list-style-type: none"> ▪ Model innovative and effective learning and teaching strategies in own classroom practice. ▪ To develop strategies to improve interest, motivation and engagement in lessons. ▪ To lead staff, by personal example, in achieving 'good' and better teaching and learning. ▪ To use a wide range of strategies to support the development of 'good' and better teaching and learning within the Faculty and throughout the school. ▪ Disseminate resources and advise on practice, research and professional development provision. ▪ Monitor and evaluate the work of other teachers, providing constructive and developmental feedback on a frequent and regular basis and help them implement strategies to bring about improvement. ▪ Undertake self-evaluation and development processes, including lesson observations, in order to identify good practice and priorities for development. ▪ Co-ordinate strategies to achieve improvement priorities within the Faculty and across the Academy. ▪ Liaise with other teachers to ensure continuity and progression.
Developing Self and working with others	<ul style="list-style-type: none"> ▪ Identify key professional development needs within teaching and learning and ensure that these are addressed through professional development provision. ▪ Contribute to the professional development and performance management of colleagues using a broad range of skills appropriate to their needs, to support effectiveness relating to aspects of teaching and learning. (e.g. coaching, mentoring, induction). ▪ Work with teachers and support staff to develop their ability to effectively improve the quality of teaching. ▪ Further own professional knowledge and management skills by attending courses, reading and participating fully in the development of other staff.

Student Progress and Attainment	<ul style="list-style-type: none"> • Interpret data to inform effective strategies for improving student progress and attainment. • Committed to raising student aspiration and achievement. • Committed to inclusive education with good knowledge of intervention and support programmes. • Ensuring accountability measures and professional standards are upheld relating to student progress and attainment within English.
Securing accountability	<ul style="list-style-type: none"> ▪ Lead, manage and monitor self evaluation within the Faculty. ▪ Attend leadership meetings, participating fully in discussion and decision taking and then, by example, actively support and carry out disseminate agreed school policies. ▪ To demonstrate Faculty attainment and progress data is in line with the Academy's expectations. ▪ Lead the Faculty and Academy's on-going self-evaluation processes. ▪ Regularly evaluate and report on the quality of teaching in the Faculty and across the Academy, identifying areas and issues for further improvement. ▪ Keep the development plan and self-evaluation summaries up to date and report on progress to the Senior Leadership Team and to the governors. ▪ To be responsible as a Team Leader, for the annual review of teaching staff, their performance management and individual interviews in order to plan their training and development needs.
Strengthening communities	<ul style="list-style-type: none"> • Possess a 'can do' approach to Faculty/school improvement and excellence. • Be an excellent communicator. • Work positively and in partnership with parents, Trustees and the community. • Support Biddick Academy's climate for learning. • Co-ordinate strategies to achieve relevant faculty and whole school improvement priorities. • To be fully involved in meetings and duties of the governing body and its subcommittees.
Generic Responsibilities	<ul style="list-style-type: none"> • While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.