**Mortimer Community College**

**Job Description**

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| Job Title: | Faculty Leader | Department/Group: | Maths |
| Level/Salary Range: | TLR | Reporting to: | SLT |
| Safer Recruitment Statement |
| Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment. |
| Main Objectives of Role: |
| **CORE PURPOSE*** To lead the area to ensure that students receive the highest quality teaching and learning, make progress and achieve outstanding levels of attainment. To inspire all stakeholders linked to Maths to become an outstanding department

**SPECIFIC TASKS AND RESPONSBILITIES*** To establish the vision for the area.
* To provide effective leadership and management and thereby build and maintain an effective team, monitoring and evaluating the quality of teaching, learning and progress.
* To raise the performance of the department at both key stages

 **LEADERSHIP AND MANAGEMENT*** To create a vision for the Department.
* To manage the human resources at the Department’s disposal, including teaching, non-teaching and support staff, to maximum effect.
* To monitor and evaluate all policies and documentation across the Department.
* To be responsible for working with staff to raise and improve the quality of teaching and learning across the Department to raise student progress.
* To take overall responsibility for monitoring, supporting and analysing behaviour within the Department and implementing a programme of intervention strategies.
* To play a major role as a mid-level leader in the development of all aspects of the School, including its developments, policies and their implementation.
* To chair and produce the agenda for effective Department meetings. To ensure action minutes are taken and submitted to the link on the Leadership Team.
* To develop and maintain effective methods of communication with the Leadership Team, other staff, students, parents, governors, the Local Authority, external agencies and the wider community (including business and industry), etc.
* To identify and applaud areas of success and promote the emotional well-being for individual teachers and the Department.
* To help create an effective team by ensuring a collaborative approach to development planning.
* To implement school policies.
* To carry out quality assurance of the Department, through standardisation, work scrutiny etc.
* To ensure that all students continue their learning, even when the regular teacher is absent. To create a bank of resources for staff to use for short term cover work.
* To oversee and monitor the accuracy of exam entries and dates and to work effectively with the Exam Officer.
* To co-operate with the Health and Safety Management and inspection process.
* To ensure that all deadlines are met.

**ACHIEVEMENT*** To be responsible for raising standards of student attainment and progress at both key stages.
* To be responsible for own classes, meeting all DfE teacher standards.
* To monitor and analyse student progress, across the Department, using the data available and develop and support appropriate intervention strategies as and when necessary.
* To use and analyse relevant information to complete a DIP for the department and see that it is implemented effectively
* To ensure student information is distributed correctly and dealt with effectively.
* To act as a source of advice, guidance and support.
* To monitor and evaluate achievement across the Department.
* To take the initiative in identifying strategies to support consistency of practice and be a lead
* To develop department strategies and procedures (using national and school guidelines) for differentiation in teaching and learning for all students’ needs.
* To liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all students.
* To liaise with other curriculum co-ordinators in order to develop an integrated approach e.g. Literacy, SEN, ICT and Citizenship.
* To work with the SEN Department to ensure subject-specific curricular materials and approaches to students’ needs.
* To be responsible to ensure that lesson planning takes place with support staff.
* To ensure that homework is set in accordance with school policy.
* To ensure that the school’s policies are carried out.
* To manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
* To provide helpful and accurate responses to parent/carer enquiries.
* To work with SLT to produce and organise the most effective curriculum to maximise student achievement.
* To implement and monitor high standards of planning and preparation for teaching and learning in the Department.

**PROFESSIONAL DEVELOPMENT*** To identify CPD for the Department Staff (teaching and support) as appropriate.
* To have strategic responsibility for the monitoring, support and assessment of trainee (ITT) and newly qualified (NQT) teachers.
* To have responsibility for the induction of staff, new to the Department.
* To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
* To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
* To personally keep up to date with developments and new ideas related to the subjects within the Department.
* To work with staff to maximise effective and consistent delivery, involving all teachers and classroom assistants.
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| Date: | November 2019 |