



## JOB DESCRIPTION

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| <b>Position:</b>                 | Assistant Head of Faculty – Mathematics and Statistics                                                               |
| <b>Responsible to:</b>           | Head of Mathematics and Statistics Faculty                                                                           |
| <b>Functional relationships:</b> | SLT with responsibility for Mathematics and Statistics Faculty<br>Teachers in charge and teachers within the faculty |
| <b>Remuneration:</b>             | One Management Unit (1MU) and one non contact period of release                                                      |
| <b>Duration:</b>                 | Permanent                                                                                                            |

**Key tasks:** It is expected that the key tasks listed here are shared in a fair and equitable manner between the Head of Faculty (HoF) and Assistant HoFs. There will be some continuity in roles from year to year, but others will be decided by the HoF in consultation with the Assistant HoFs on an annual basis, when teaching loads have been confirmed.

- Teach a range of classes as required.
- Be responsible for (Teacher-in-Charge, TiC) of relevant courses.
- Develop and update schemes of work for relevant courses, ensuring they reflect national curriculum statements and are regularly reviewed and updated as needed.
- Lead teaching and assessment of junior and senior topics.
- Develop and monitor assessments and methods of reporting student progress which are consistent with national requirements and with school-wide assessment and reporting policies.
- With consultation with the HoF to undertake a specific project within the Faculty, such as: implementing e-asTTle, co-ordinating the raising of level 1 numeracy results, Kamar specialist, e-learning leadership.

### **Leading teaching and learning within the Faculty:**

- Model teaching at the highest possible level.
- Model professional qualities and actions at the highest possible level.
- Positively support faculty-wide and school-wide initiatives (curriculum and co-curriculum).
- Positively contribute to our collegial faculty environment.
- Ongoing personal professional development to remain up-to-date with current trends and initiatives.

### **Assist the Head of Faculty (HoF) to:**

- Develop faculty strategic plan, goals & focuses.
- Lead implementation of faculty strategic plan objectives, goals & focuses.
- Develop and refine curriculum programmes.
- Develop and deliver a meaningful formal programme of professional development for staff within the faculty.
- Appraisal and attestation of other faculty members as delegated by and agreed with HoF.
- Advice and guidance for other members of the faculty.
- Analyse and use achievement data to improve curriculum delivery and student outcomes.

- Communicate with the school's community (e.g. newsletter articles, and material for the school's end-of-year magazine).