



The Avon Valley School and Performing Arts College

Job Description

Job Title: Assistant Faculty Leader - Mathematics

Accountable to:	Head of Faculty	Line Managing:	N/A
Post type:	Permanent	Salary/Grade:	TLR2a
Liaising with:	Key Senior and Middle Leaders, Parents/Carers.		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Core Purpose

At the core of this role is support for the Faculty Leader, in the leadership of the Faculty of Mathematics, ensuring provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying subjects within the Faculty with particular responsibility for KS3/KS4. In addition, strategic leadership is required to ensure the Faculty thrives and develops in accordance with the School Improvement and Development Plan, and the Raising Achievement Plan

Leadership

- To be a member of the Faculty Leadership Team and to deputise for the Faculty Leader as required.
- To assist the Faculty Leader to provide strategic leadership of the Faculty that sets out high expectations, has a clear focus on student progress and achievement and is outlined through aims, objectives and the improvement plan.
- To assist the Faculty Leader to raise standards of students attainment to deliver targets identified in the School Improvement and Development Plan
- To assist the Faculty Leader to secure, maintain and integrate the collaborative effort of the Faculty staff so that involvement, commitment and team ethos are promoted
- To meet with the Faculty Leader on a regular basis to discuss and account for the work of the Faculty at KS3/KS4.
- To develop and enhance the teaching practice of others through motivating and supporting staff.
- To communicate a positive image of the School.
- To develop and enhance the teaching practice of others through motivating and supporting staff.

Quality Assurance

- To assist the Faculty Leader to develop quality assurance systems for work completed within the Faculty, including the writing of pupil reports.



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- To assist the Faculty Leader to plan and implement assessment procedures that provide accurate information about student progression and to use the information collected to improve teaching and learning and to inform and motivate students and their parents.
- To assist the Faculty Leader to establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and data analysis.
- To assist the Faculty Leader to contribute towards the writing of the School Self Evaluation Form.
- To assist the Faculty Leader in the regular review of the standards within the Faculty
- To assist the Faculty Leader to ensure School procedures for marking, assessment, recording and reporting are followed by the Faculty and introduce quality assurance systems.
- To assist the Faculty Leader to ensure effective systems are in place to monitor and track pupil progress within the Faculty's subjects and ensure appropriate systems are introduced to support pupil progress.

All teaching staff are required to:

- To maintain and build upon the standards achieved as a qualified teacher as set out by the Secretary of State
- To contribute to and promote a clear vision for an effective department and school
- To adhere and promote departmental school policy and ethos
- To complete any other reasonable tasks as directed by the Headteacher

Teaching and Learning

- To be a lead practitioner for teaching and learning within the Faculty.
- To assist the Faculty Leader to oversee and co-ordinate the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the Faculty.
- To assist the Faculty Leader to ensure consistency of systems and policies throughout the Faculty.
- To provide the lead on monitoring and following up pupil progress within the Faculty at KS3/KS4.
- To assist the Faculty Leader in establishing appropriate standards amongst pupils within the Faculty at KS3/KS4.
- To be responsible for raising pupil attainment / achievement throughout KS3/KS4.
- To provide guidance and advice to teachers within the Faculty.
- To facilitate and encourage the sharing of good practice across the curriculum.
- To assist the Faculty Leader to initiate and organise curricular and extra-curricular enhancement activities related to Mathematics at KS3/KS4

Management

- To assist the Faculty Leader in the creation of the Faculty Improvement Plan.
- To assist the Faculty Leader at Faculty meetings, keeping subject staff up to date on initiatives and decisions at a national level and within the school
- To make recommendations as to how data can be used to bring about improvement and ensure the implementation of any consequent changes at KS3/KS4.
- To provide necessary support and intervention in addressing poor pupil behaviour within the Faculty at KS3/KS4
- To contribute significantly to the implementation of School policies and practice. To promote collective responsibility for their implementation, with particular emphasis on ensuring Health and Safety within faculty areas.

Administration

- To assist the Faculty Leader in ensuring pupils are entered for the appropriate public examinations, that controlled assessment requirements determined by the examination board are met and that all necessary documentation is completed within the Faculty.



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- To assist the Faculty Leader to allocate students to teaching groups and maintain up to date set lists at KS4
- To assist the Faculty Leader to ensure appropriate work is left for pupils to complete in the event of staff absence within the Faculty

Staff

- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the interview process for new teachers within the Faculty and participate in the effective induction of new Faculty staff, including NQT's, in line with School procedures.

Resources

- To assist the Faculty Leader in discussions on the Faculty budget.
- To ensure appropriate risk assessments are carried out for the Mathematics department, Mathematics trips and activities.

Monitoring, Assessment, Recording, Reporting, and Accountability

- Be responsible for the process of assessment, recording and reporting for the students in your charge
- Track student progress effectively, monitoring achievement against targets set and taking appropriate action to improve student outcomes
- Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets
- Be familiar with statutory assessment and reporting procedures and present informative, helpful and accurate reports to parents
- Follow the faculties marking, assessment and recording policy
- Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy

Subject Knowledge and Understanding

- Have thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses
- Keep up-to-date with research and developments in pedagogy in the relevant subject area

Professional Standards and Development

- Work in accordance with the 2012 *Teachers' Standards*
- Be a role model to students through personal presentation and professional conduct
- Arrive in class, on or before the start of the lesson, take registers as required and begin and end lessons on time
- Establish effective working relationships with colleagues
- Be familiar with the school's policies and effectively implement them within your daily practice
- Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits
- Liaise effectively with parents/carers and other agencies with responsibility for students' education and welfare
- Be aware of the role of the Governing Body of the school and support it in performing its duties
- Ensure compliance with data legislation under the GDPR
- Follow Health and Safety requirements and initiatives as directed

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified



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- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).