

Job Description

Head of Faculty: Mathematics

Our Lady of Sion is an independent coeducational day school located in the heart of Worthing, with approximately 380 pupils, aged 3-18 years. The School was founded in 1862 and, whilst proud of our heritage, we are a very forward-looking, vibrant and dynamic institution. Our community is diverse and we welcome staff and pupils from all faiths and none, from a variety of cultures and traditions. Under our care, the next generation of Sionians discover possibilities in the world around them, develop a life-long passion for learning and respond willingly and with compassion to the needs of others.

You will find our School to be warm and friendly, where we aim to ensure all pupils flourish as happy and successful individuals. Our smaller class sizes, throughout the School, allow our staff to fully understand each child's strengths and specific needs, and our excellent teaching instils in pupils a love of learning and exploration. The School's GCSE and A level results are always well above national averages, demonstrating the excellent progress our pupils make throughout their time with us.

All staff are expected to contribute to the maintenance and development of the ethos and culture of the School as outlined in the Mission Statement. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Head of Faculty: Mathematics will:

- Work closely with members of the Senior Leadership Team to ensure the highest possible standards and consistency in teaching and learning is met for all students.
- Manage the faculty for all mathematics staff.
- Work closely with the Marketing Director on promotional activity and events for the Faculty.
- Energetically promote the value and importance of learning mathematics, inspiring our young people to form a love of learning through the areas of study.
- Support the Outreach work of the school especially in the Cognoscenti Circle events and Maths Challenge workshops.
- Have a prominent, visible presence within the school and will forge strong relationships with pupils and their families, staff and the wider community.
- Want to unlock the potential in each individual child and work with teachers to enable this.
- Run the organisational and operational aspects of the faculty, whilst creating a strategic vision (in conjunction with the Headteacher) for Mathematics for the next five years.
- Continue our liaison with local universities as we work together to offer challenge and inspirational experiences both inside the classroom and beyond

Duties and Responsibilities:

In addition to an academic teaching timetable (with the usual reduction in teaching to allow time for effective leadership and management), the responsibilities of the Head of Faculty will include

Managing and Leading the Faculty

- Overseeing the development and implementation of a strong and dynamic Mathematics curriculum throughout the school from Year 7 through to Year 13 inclusive.
- Support the Junior School Class teachers when necessary to support those students displaying high aptitude for maths.
- Chair regular faculty meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented
- Manage day to day requirements such as examination entry and faculty timetables, delegating as appropriate, to ensure the efficiency of the faculty
- Monitor and control the faculty's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources

- Identify future resourcing needs and aspirations for the faculty for consideration in the school budget planning process
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines
- Liaise with the Bursar to ensure that facilities are well maintained
- Work with the Bursar to ensure that risk assessments are up to date and regularly reviewed
- Be proactive in identifying training needs within the faculty, ensuring that they are appropriately met, and that all members of the faculty are active in their own personal and continuous professional development, as explored formally in the appraisal programme.
- Assigning staff to teach an appropriate allocation of groups within the faculty
- Ensuring that the curriculum is rich, relevant, inspirational, and aspirational and that it contributes to the first-rate educational and whole person outcomes.
- Writing, implementing and reviewing policy statements to ensure the faculty is progressing and reaching targets.
- Managing and organising the faculty efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Overseeing and leading the work of all members of the faculty
- Leading regular meetings with teachers in the faculty to review provision, pupil progress, initiate new ideas and bring innovation to the faculty
- Review and update the faculty development plan in collaboration with the Leadership Team, ensuring that the faculty meets its targets and is ambitious in its future planning.
- Contribute to relevant school policies and strategic planning as required by the Headteacher to ensure the school is compliant with ISI standards and regulations.
- Taking the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.
- Reviewing and updating the performance and development of the department annually and presenting the achievements of and plans for the Faculty to the Governors' Education Committee if required.
- Working alongside the Headteacher in utilising the excellence of the Faculty in raising the profile of Our Lady of Sion School to the wider community of young people (Town/County) and strengthening links with children in the Junior School.
- Prepare, monitor and update annual faculty handbooks, plans and policies in consultation with colleagues

Teaching and Learning

- Ensuring that the classrooms provide a positive learning environment that promotes the highest achievement for all pupils.
- Inspiring a passion for maths in all members of the school community.
- Providing a model of outstanding practice to all staff in teaching and faculty leadership.
- Securing and sustaining effective teaching and learning throughout the faculty by monitoring and evaluating the quality of teaching and standards of pupils' achievement with support from the Deputy Headteacher
- Leading and managing colleagues who teach maths, ensuring that they have clear expectations of their work, and monitoring teaching to ensure pupil outcomes are excellent.
- Empowering colleagues to develop their leadership potential to ensure continuous improvement of skills and development of knowledge.
- Ensuring the professional development of all members of the faculty and the effective induction for new staff.
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence in maths
- Keeping abreast of educational developments and best management practice in maths to introduce and disseminate appropriate innovation and to develop the department further.
- Work with the Marketing Director to promote student-achievement, success in local/national competitions and facilitate academic workshops for the local community (students) and members of the Junior School.

- Actively seeking out opportunities for co-curricular challenges and scholarly endeavours (e.g. ensuring we have an active strategy to promote participation in projects and encouraging departments and pupils to enter other national or international competitions)
- Promoting excellence in teaching and learning, embedding Growth Mind-set approaches in all lessons and ensuring that pupils reach their potential, remain ambitious in their learning and are equipped for life beyond school.
- Ensure that within the faculty individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching
- Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained
- Exemplifying in own practice outstanding skills of teaching and learning which enable pupils to make excellent progress and ensure that good practice is shared with colleagues.
- Ensuring that schemes of work are used, reviewed, and modified to enable the development of high standards of teaching and learning.
- Monitoring pupils' work and the classroom practice of those teaching maths through regular work scrutiny to ensure high standards are maintained.
- Keeping up to date with developments in maths to ensure that best practice is adopted within the department.
- Organising and leading field trips and overseas visits to develop pupils' understanding of maths outside the classroom.
- Contributing to the broader life of the school by supporting and leading curricular and extra-curricular events such as activity days/workshops
- Welcoming inspirational speakers into the school to inspire our students and offer these opportunities to young people in the town who do not belong to Our Lady of Sion School yet

All staff share responsibility for the good running of the school by:

- Setting an excellent example to all pupils and maintaining high professional standards at all times.
- Maintaining and promoting the reputation of the school.
- Understanding and demonstrating an active commitment to the safeguarding of pupils and staff through adherence to and development of policy and practice.
- Providing cover for absent colleagues.
- Participating actively in the rota of duties.
- Maintaining high standards of pupil behaviour and discipline at all times.
- Invigilating internal and public examinations as appropriate.
- Where necessary, meeting with prospective and current parents to promote the school and discuss the curriculum and approach to learning.

It should be noted that the above list of duties is not an exhaustive statement of the responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headteacher.

All staff employed by Our Lady of Sion School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact.

Professional development

Participate in the school's appraisal procedures and training and development in order to improve own practice.

Communication

Being aware of confidential issues linked to home/pupil/school work and to keep confidences as appropriate, communicate effectively with the whole school community.

Working with colleagues and other relevant professionals

Being aware and adhering to school policies and procedures, collaborate and work with colleagues and other relevant professionals within and beyond the school, develop effective professional relationships with colleagues.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Understanding of the school framework calendar and how that affects workloads.

Personal and professional conduct

Maintain high standards of ethics and behaviour, within and outside school, demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community, have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

Criteria	Essential/ Desirable	Assessed by
Qualifications		
Good honours degree in a related subject	Essential	Application Form
Qualified teacher status		
Experience and Skills		
Significant experience of teaching GCSE and A level Mathematics	Essential	Application Form/ Interview
Experience of inspiring and motivating maths staff and pupils to achieve the curriculum aims of the faculty		
Knowledge and experience of successful teaching and learning strategies to meet the needs of all pupils		
Ability to diagnose and intervene wisely when solving problems		
Ability to design and deliver high quality lessons with a proven record of developing schemes of work and of raising attainment		
Knowledge of a range of pedagogic approaches to cater for different learning styles and ensure all students are engaged		
Ability to inspire pupils and motivate others and to relate well to students		
Ability to organise work, prioritise tasks, make decisions and manage time effectively including in relation to the work of others		
Ability to build and maintain good relationships with a range of stakeholders		
Experience in bringing children on in their learning to make excellent progress		
Ability to realise department developments and an awareness of national changes to the nature of teaching		
Experience of communicating with clarity and credibility		
Experience of working calmly under pressure to deadlines		
Experience of maintaining confidentiality at all times		
Experience of working with children and young people		
Personal Attributes		
Professional image, manner and approach	Essential	Application Form/ Interview
Problem-solver with a ‘can-do’ approach, positive and constructive attitude		
Flexible approach to duties and working hours		
Able to use initiative and use problem solving skills		
Able to be adaptable and be flexible to respond to regularly changing requirements		
Willing to attend further courses and training as necessary		
Other		
All successful candidates will be subject to an Enhanced Disclosure and Barring Service with barred list check, satisfactory references, health assessment, qualifications and legal entitlement to work in the UK and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences	Essential	Checks and clearances