

# Holy Family Catholic School & Sixth Form

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**Job Description:** Head of Faculty – Mathematics and Computing

**TLR 1c** (Negotiable, dependent on qualifications and experience)  
Potential candidates do not need to be Catholic to apply for this post.

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This is the core job description for all teaching staff, setting out their professional responsibilities. Classroom teachers are accountable to their Head of Department in the first instance, and through them to the Headteacher.

This job description aligns with, and should be read in conjunction with, the Teachers' Standards [Teachers' Standards \(Guidance for school leaders, school staff and governing bodies\)](#) and STPC document: [School teachers' pay and conditions document 2023 and guidance on school teachers' pay and conditions](#)

## **Status of the Post**

The Head of Faculty for Mathematics and Computing is a high-profile leadership role within the school, central to securing excellent outcomes, strong curriculum coherence and consistently high-quality teaching across KS3, KS4 and KS5.

The successful candidate will:

- Be an aspiring senior leader; this role provides a strong platform for progression to whole-school leadership.
- Be a key driver of school improvement, contributing strategically beyond their faculty and developing the leadership knowledge, behaviours and impact expected of future senior leaders.
- Be an exceptional teacher able to raise standards across key stages 3-5

The Head of Faculty is accountable to a designated member of the Senior Leadership Team and, through them, to the Headteacher.

This appointment comes at an exciting time of curriculum refinement and ambition. The successful candidate will lead a clear, ambitious and inclusive vision for Mathematics and Computing, ensuring that curriculum intent is realised through strong implementation and demonstrable impact for all pupils.

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## **Main Purpose of the Post**

In addition to the professional responsibilities common to all classroom teachers, the Head of Faculty will

- Provide strategic and operational leadership of Mathematics and Computing
- Secure strong pupil progress and attainment through a well-sequenced, knowledge-rich and inclusive curriculum
- Lead and develop staff to ensure consistently high-quality teaching and learning
- Use evidence, evaluation and professional dialogue to drive sustained improvement

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- Contribute to whole-school leadership and development, modelling the behaviours and mindset of senior leaders

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### Professional Responsibilities

The postholder will exercise professional judgement, integrity and ambition to fulfil the responsibilities outlined below, working collaboratively and with a strong focus on impact, equity and continuous improvement.

### Core Responsibilities

- Fulfil the professional responsibilities common to all classroom teachers
- Lead others to secure measurable improvements in pupil outcomes beyond those directly taught
- Establish systems, routines and professional cultures that enable the faculty to operate at a consistently high standard
- Contribute actively to the delivery of whole-school priorities within the School Development Plan

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### Faculty Leadership Responsibilities

#### Curriculum Leadership and Pupil Outcomes

- Lead the design, implementation and evaluation of a coherent, well-sequenced curriculum in Mathematics and Computing that:
  - Is ambitious for all pupils, including disadvantaged pupils and those with SEND
  - Builds knowledge, skills and understanding cumulatively over time
  - Reflects current national expectations and best practice
- Ensure that Schemes of Work clearly articulate:
  - Curriculum intent and end points
  - Pedagogical approaches that support strong learning
  - Assessment strategies that are proportionate, purposeful and informative
- Establish and sustain high expectations for pupil achievement, behaviour for learning and scholarly habits
- Ensure assessment is used intelligently to:
  - Check understanding
  - Inform teaching
  - Identify pupils who need support or additional challenge
- Monitor pupil progress closely and lead timely, evidence-informed intervention
- Ensure pupils are supported to make informed option choices and understand progression routes
- Work collaboratively with pastoral teams and external agencies to remove barriers to learning
- Champion enrichment, challenge and wider opportunities that deepen pupils' engagement with Mathematics and Computing

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#### Leading and Developing Staff

- Provide clear, confident and visible leadership of the faculty
- Build a strong professional culture characterised by:
  - High expectations

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- Trust and accountability
    - Professional dialogue and reflection
  - Deploy staff effectively to maximise impact on pupil learning
  - Monitor and evaluate teaching and learning through a range of evidence, including lesson visits, work scrutiny, data and pupil voice
  - Lead faculty self-evaluation that is honest, evidence-based and sharply focused on improvement
  - Identify professional development needs and ensure these are met through high-quality coaching, mentoring and collaborative development
  - Line manage and performance manage staff with clarity, rigour and support
  - Develop leadership capacity within the faculty through purposeful delegation and succession planning
  - Ensure new staff are inducted effectively and supported to thrive
  - Keep abreast of national developments in Mathematics and Computing and translate these into meaningful classroom practice
  - Ensure faculty meetings are purposeful, professionally challenging and impact-driven
  - Maintain a clear and accessible Faculty Handbook, supporting consistency and high standards
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### Strategic and Operational Leadership

- Contribute thoughtfully to whole-school self-evaluation and inspection readiness
  - Engage actively in Heads of Faculty forums and whole-school professional learning
  - Lead the development and evaluation of a Faculty Development Plan that aligns precisely with whole-school priorities
  - Evaluate impact rigorously, using evidence rather than activity as the measure of success
  - Manage resources, accommodation and learning environments to ensure they support strong learning and pupil pride
  - Manage the faculty budget strategically to maximise value and impact
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### Other Duties

- Carry an appropriate teaching commitment within the faculty
  - Attend meetings with parents, colleagues and external partners as required
  - Undertake duties commensurate with a senior middle leadership role
  - Undertake any other reasonable duties as directed by the Headteacher
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### Contribution to the Wider Life of the School

All staff are expected to:

- Support and promote the Mission Statement and Roman Catholic ethos of the school
  - Contribute to a calm, orderly and aspirational learning environment
  - Value and support partnership with parents and the wider community
  - Act as a Form Tutor where required and contribute to pupils' personal development
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## Person Specification

**Post Title:** Head of Faculty – Mathematics and Computing

This role requires a leader who can translate **ambition into action**, secure **high-quality education for all pupils**, and contribute meaningfully to whole-school improvement.

## Qualifications

### Essential

- Qualified Teacher Status
- A good honours degree in a relevant subject
- Experience of tracking mathematics up to A level

### Desirable

- Evidence of further study at Master's level or above
- Leadership or NPQ qualification (or a clear commitment to undertaking one)

## Leadership Experience and Impact

### Essential

The successful candidate will demonstrate:

- Experience of **leading improvement** within a department or subject area
- A proven track record of **improving pupil outcomes**, including for disadvantaged pupils and pupils with SEND
- Experience of teaching Mathematics and/or Computing across more than one key stage
- Evidence of **evaluating impact** and adjusting practice accordingly
- Experience of contributing to curriculum development, review or reform
- Willingness to contribute positively to the wider life of the school
- Commitment to enrichment, extra-curricular provision and pupils' personal development
- High standards of professional conduct, attendance and punctuality
- Be highly organised, reliable and reflective
- Communicate clearly and professionally with pupils, staff, parents and external partners
- Be committed to continuous professional development and leadership growth

### Desirable

- Experience of leading a department
- Experience of contributing beyond own department to whole-school priorities
- Experience of working in an urban or diverse school context
- Experience of teaching Further Mathematics at KS5

Postholder's signature \_\_\_\_\_ Date \_\_\_\_\_