



Job Description Aspiring Faculty Director

Thriving students and a thriving community.

Overall responsibilities

To lead the faculty team as it develops in raising standards of attainment and achievement across the whole curriculum area.

To assist the Senior Leadership Team with the operational day to day management of the school.

Teachers will work with the Headteacher and the Senior Leadership Team to ensure that the aspirations and aims of the academy are achieved.

Specific Duties: Undertaking the following responsibilities:

Leadership

- to communicate the vision and ethos to the faculty team and across the school as it develops
- to take an active role in behaviour management and supervision of students across the school throughout the school day.
- to lead and partake on Performance Management within the faculty including lesson observations
- to monitor the quality of learning and teaching across all year groups as the school grows
- to assist with organising and leading whole school events (Parent meetings, Open events, publicity etc).
- to work with the Senior Leadership Team to ensure that staff development needs are identified and supported
- to promote extra curricular provision to support and enhance student learning within the faculty.

Teaching and Learning:

- to ensure all teaching and learning contributes towards the school aims, objectives and priorities for improvement;
- to work with WAT Subject Directors, Lead Practitioners and curriculum leads;
- to manage student learning through effective teaching and marking of student work in accordance with the Faculty schemes of work and school policies;
- to use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students;
- to set homework in accordance with the school homework policy, to consolidate and extend learning and to encourage students to take responsibility for their own learning;
- to work with SEN staff including prior discussion and joint planning in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons;
- to work effectively to improve the quality of teaching and learning and contribute to planning and development;
- to set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement;
- to use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting and Accountability:

- to be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge;
- to 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.
- to assess student's work systematically and use the results to inform future planning, teaching and curricular development;
- to be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents;
- 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;
- attendance at parents' evenings, as appropriate.

Subject Knowledge and Understanding:

WOA/job descriptions/Subject teacher

- to have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study;
- to keep up to date with research and developments in pedagogy and the subject area;

Professional Standards and Development:

- to be a role model to students through personal presentation and professional conduct;
- to arrive in class, on or before the start of the lesson, and to begin and end lessons on time;
- to cover for absent colleagues as is reasonable, fair and equitable in accordance with school policy;
- to cooperate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work;
- to be familiar with the School and Faculty handbooks and support all the School's policies;
- to establish effective working relationships with professional colleagues and associate staff;
- to strive for personal and professional development through active involvement in the School's performance development procedures, identifying areas of need and engaging in training activities;
- to be involved in enrichment activities such as making a contribution to school clubs and visits;
- to maintain a working knowledge and understanding of teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children;
- to liaise effectively with parents/carers and with other agencies with responsibility for students' education and welfare;
- to undertake any reasonable task as directed by school leaders;
- to be aware of the role of the Governing Body of the LAB and to support it in performing its duties.
- to be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- to consider the needs of all students within lessons (and to implement specialist advice), especially those who:
 - have SEND;
 - are not yet fluent in English.

Pastoral:

- to maintain the academic and personal development of students and to give support and guidance wherever possible;
- to encourage and monitor high standards of work, behaviours and appearance in accordance with school policy;
- to respond to requests and anxieties of parents in association with the pastoral leaders;
- to monitor and follow up absences and lateness where necessary using the relevant systems;
- to attend and supervise students where appropriate.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

To whom responsible	Headteacher/ Assistant Headteacher
Staff for whom responsible	
Signature of Employee	
Print name	
Date	



Windsor
**Olympus
Academy**



Person Specification – Aspiring Faculty Director

Criteria		
Qualifications	<ul style="list-style-type: none"> ▪ Degree or equivalent in related subject ▪ Qualified teacher status ▪ Evidence of continuing professional development ▪ Degree at 2:1 or above in related subject 	E E E D
Work related experience / Specialist knowledge	<ul style="list-style-type: none"> ▪ High expectations which motivate and challenge students ▪ Excellent subject knowledge ▪ Good knowledge of the curriculum across at least two key stages ▪ Competent use of IT ▪ Commitment to being involved in the wider life of school through participation in extracurricular/enrichment activities ▪ Willing to organise and participate in enrichment visits in the UK and abroad ▪ Experience of working in a similar school setting ▪ Strong behaviour management ▪ Able to work with students inclusively 	E E E E E E D E E
Aptitudes, skills and abilities	<ul style="list-style-type: none"> ▪ Strong moral purpose ▪ Passionate about working with young people ▪ Commitment and enthusiasm for teaching ▪ Able to engage, enthuse and motivate students of all abilities ▪ Maintains high professional standards ▪ Excellent interpersonal skills ▪ Good communication skills ▪ Commitment to safeguarding ▪ Experience of managing staff and delivering CPD 	E E E E E E E E D
Other	Windsor Olympus Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred list check.	E

E = Essential D = Desirable