
Job Description for Head of Faculty: Biology

Responsible to: Vice Principal
Based at: New College Bradford

OVERALL PURPOSE OF THE POST

The work of the Head of Faculty is critical in the college's achievement of its goals and targets. Effective Heads of Faculty contribute significantly to the success and progression of students and the achievement of the schools challenging targets. They play a critical role in setting high standards for staff, establishing and maintaining high expectations. They nurture the talent and performance of staff and students, they identify, celebrate and share good practice and they provide robust challenge and support when staff and student performance do not meet expectations.

The tasks of Head of Faculty are therefore two-fold; involving, managing and ensuring student achievement. The role involves the effective leadership and direction of the teams within the faculty in order to ensure that outcomes are at least good.

MAIN DUTIES

- To be accountable for leading, managing and developing the faculty.
- To be accountable for student progress and development within the faculty.
- To be accountable for the raising of standards of students achievement and attainment within the faculty and to monitor and support student progress.
- Use of strategic leadership skills to ensure that staff are aware of the required expectations regarding student achievement and progress.
- Overall responsibility for the development and delivery of the subjects within the faculty.
- To sustain a learning and achievement culture within the faculty, aligned to college missions and values.
- To play a critical role in the setting of high standards.
- To put systems in place to ensure high quality teaching and learning from all faculty members of staff that result in good and outstanding outcomes for students.

Quality Assurance

- To ensure the effective operation of quality control systems in adherence to those within the college.
- To ensure that the college quality procedures are implemented within the faculty.
- To ensure the faculty's quality procedures meet the requirements of self-assessment.
- To contribute to the college procedures for lesson observation.
- To monitor and evaluate the faculty in line with agreed college procedures including evaluation against national benchmark data and performance criteria.
- To seek/implement modification and improvement where required.
- To develop the effectiveness of teaching and learning styles within the faculty and develop common standards of practice.
- To challenge underperformance within the faculty, whilst disseminating and promoting areas of best practice.
- To support the Lead IV and Quality Nominee as they carry out their roles to ensure that BTEC processes are compliant with requirements, where applicable.

Operational/Strategic Planning

- To lead the development of appropriate specifications/syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- To develop and direct staff within the faculty, delegating tasks where appropriate.
- The day-to-day management and operation of course provision within the faculty, including the effective deployment of staff and physical resources.
- To link with senior leaders to ensure that work in the faculty fully reflects the college ethos and mission.
- To work with subject colleagues to formulate objectives and plans for the faculty which have coherence with the objectives and plans of the college.
- To ensure the health and safety, safeguarding and PREVENT policies and procedures are fully implemented within the Faculty and Trust policies more widely.
- To ensure that equality and diversity principles are well-supported within the faculty and that the equality and diversity policy is implemented.
- To chair and set agendas for Faculty meetings ensuring that minutes are taken and distributed to those involved and senior links.

Curriculum Provision

- To liaise with senior leaders to ensure the delivery of an appropriate, comprehensive and high-quality faculty programme that complements the college self-assessment processes.

Curriculum Development

- To lead staff in the faculty in preparing for the delivery of reformed qualifications.
- To keep up to date with national developments in the faculty area and teaching practice and methodology.
- To ensure the development of the faculty area is in line with national developments.
- Working with senior leaders to ensure the curriculum on offer matches learner, community and employer needs.

Staffing

- To work with senior leaders to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To work with and develop any staff who require improvement, implementing HR policies where appropriate.
- To be responsible for the efficient and effective deployment of colleagues in the school.
- To provide advice and guidance on matters relating to teaching and learning as appropriate. ECTs will need the specific support of the Head of Faculty.
- To undertake examination reviews with colleagues within the department in the Autumn term prior to reviewing departmental examination performance with senior leaders.
- To undertake appraisals and examination reviews for the faculty, taking effective action where evidence suggests underperformance at departmental or individual teacher level.
- To participate in the interview process for teaching staff as required.
- To be responsible for the day to management of staff within the faculty and act as a positive role model.
- To promote teamwork and to motivate staff to ensure effective working relations.

Management Information

- To make highly effective use of analysis and performance data.
- To lead faculty staff in setting and implementing assessments, in line with Trust and college schedules, and working collaboratively with Heads of Faculty across the Trust.
- To identify and take appropriate action on issues arising from assessment data.

Communications

- To ensure that all members of the faculty are familiar with the aims and objectives of the faculty.
- To communicate with a range of individuals and groups to represent the faculty and the scope of its work.

External Partners and Outside Collaboration

- To establish close, collaborative working relationships with relevant Heads of Faculty in other Trust colleges in order to support the sharing of resources, planning of schemes of work, planning of assessments and wider mutual support, in order to establish consistency wherever possible and appropriate.
- To contribute to the work on external projects with other institutions.
- To undertake and be responsible for projects at other institutions, working off-site as required.
- Within college, the Head of Faculty may be asked to work across college with other schools and areas.

Marketing and Liaison

- To contribute to college liaison and marketing activities.
- To lead and take responsibility for an active role in marketing the faculty, including any necessary liaison with partner schools and the effective promotion of the faculty at Open Evenings in college.

Teaching

- To consistently promote outstanding teaching and learning within the faculty, including your personal classes.
- Direct and lead staff in achieving outstanding levels of teaching and learning.

Additional Duties

- To play a full part in the life of the college community, to support its mission and ethos and ensure that students and staff follow this example.
- To be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

This post includes 5 additional days pro rata, outside of term time at the direction of the Principal

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Head of Faculty: Biology

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Specialist knowledge of A-level Biology • Proven experience and evidence of successful teaching evidence with good or outstanding value added results. • Excellent classroom practitioner. • Experience of teaching in the 16-19 range at Level 3. • Experience of co-ordinating/managing the work of others in some capacity. • Recent experience of supporting the professional development and improvements in quality of the provision of teachers. • Experience of the management of change which leads to improvement of outcomes. • Understanding of current developments in the 14-19 education sector. 	<ul style="list-style-type: none"> • Recent experience of leading a team of staff. • Previous experience of challenging underperformance and developing staff to produce improved outcomes. • Experience of implementing quality assurance systems, which lead to good or outstanding provision.
Education and Training	<ul style="list-style-type: none"> • Educated to Degree (or equivalent) standard • A recognised teaching qualification. • Evidence of continuous professional development and the ability to reflect on teaching practice and personal performance. • Relevant INSET training. 	
Special Skills and Knowledge	<ul style="list-style-type: none"> • A willingness to use a range of teaching and learning techniques which engage and support learners. • Appreciation of the benefits of e-learning and ICT inside and outside of learning. • Openness to developments in approaches to teaching and learning. • Knowledge of how assessment and data support learning. • Knowledge of exam board criteria and assessment objectives. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Clarity of vision and a philosophy centred upon the individual learner's value, potential, aspirations and needs. • Strong commitment to student welfare, achievement and support. • Integrity, warmth and empathetic approach to students and staff alike. • Sound judgement, tolerance and respect of others 	<ul style="list-style-type: none"> • Ability to maintain a sense of perspective and sense of humour.

	<ul style="list-style-type: none"> • Commitment to academic excellence and development of the potential of others. • An ability to encourage, inspire and motivate learners and staff. • An ability to demonstrate high standards and expectations of self, other staff and learners. • An ability to think strategically. • Awareness of cross college issues and priorities • A passion for the subject(s) and for teaching and learning. • Can work collaboratively and supportively with other members of staff. • Highly effective skills of communication, organisation and accuracy. • Ability to work flexibly and respond positively to change and continuous improvement. • Excellent interpersonal skills. • Ability to focus on developing others and delegate effectively. • Highly effective organisational and administrative skills. • Positive and open style of management. • Excellent team player. • Be IT literate. 	
<p>Additional Factors</p>	<ul style="list-style-type: none"> • A willingness to contribute to college life beyond the classroom. • Commitment to continuous improvement and willingness to learn from experience and practice in this College and others. • Commitment to equal opportunities. • Commitment to safeguarding the welfare of students. 	