

Faculty Leader

Job Description

Responsible to: Deputy Headteacher – Raising Standards Leader

Responsible for: Second in Faculty, teaching staff and other relevant personnel

Working Time: Additional 2 hours / week Leadership & Management time

Job Purpose:

- To raise, and be accountable for, standards of attainment and achievement within the faculty and to monitor and support student progress
- To develop and enhance the teaching practice of others
- To ensure the provision of a suitable, broad, balanced and differentiated curriculum for students within the Faculty
- To be accountable for leading, managing and developing the whole faculty
- To effectively manage and deploy teaching / support staff, financial and physical resources within the faculty

PRINCIPAL RESPONSIBILITIES

Teaching & Learning:

To monitor, evaluate and develop:

- overall standards of teaching and learning within the faculty
- standards of achievement and attainment for all groups of students within the Faculty, including SEND and Pupil Premium
- use of performance data for target setting and progress monitoring
- provision of educational enrichment activities, including supporting the inter-House programme of events

Operational / Strategic planning & Quality Assurance:

- The day to day management, control and operation of course provision within the Faculty, including effective deployment of staff, money and physical resources, to act as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To establish short, medium and long term plans for the development and resourcing of the Faculty
- To actively monitor and follow-up student progress, including groups of students
- To implement school policies and procedures, including Behaviour and Health and Safety and ensuring risk assessments are in-line with national requirements

- To ensure effective operation of quality assurance and to monitor and evaluate the Faculty in line with school evaluation and monitoring procedures
- To produce and present examination analysis reports during Term 1, evaluate performance data and take appropriate action on issues arising from the data
- To produce, implement and monitor a Faculty Development Plan, linking to evaluation and monitoring outcomes, exam review action points and whole school improvement priorities
- To liaise with the SENCO, ensuring the best possible provision and outcomes for SEND students within the faculty
- To liaise with the Lead for ICT to foster and oversee the application of ICT and development of the digital strategy within the Faculty

Curriculum Provision and Development:

- To be accountable for the delivery and development of the subjects within the Faculty
- To liaise with the DHT to ensure delivery of an appropriate, effective and diverse curriculum programme which complements the School Development Plan
- To actively monitor, keep up to date with, and respond to curriculum developments and teaching methodology at national, regional and local levels
- To work with colleagues to actively develop cross-curricular links and to support the functional skills of English / literacy and Maths / numeracy and ICT

Staff Development, Recruitment & Wellbeing:

- To support, guide, motivate and inspire team members and support staff
- To promote teamwork and effective communications
- To ensure staff development needs are identified and supported, with a particular view of ensuring consistently good and outstanding teaching
- To undertake Performance Management reviews and to act as a reviewer
- To assist the Headteacher with appointment of Faculty colleagues
- To delegate responsibilities to Faculty Team members
- To attend regular meetings with other Faculty Leaders
- To provide training for new Faculty members

Communications:

- To ensure all members of the faculty are familiar with its aims and objectives
- To oversee weekly Faculty Team briefings and challenge lateness and non-attendance
 - To chair calendared Faculty Team meetings, ensuring that an agenda and minutes are produced
- To ensure effective communication/consultation as appropriate with students and parents (student and parent 'voice')
- To liaise with partner schools, Higher Education, Industry, Awarding Bodies and other relevant external bodies
- To represent the views and interests of the Faculty
- To liaise with Year Teams about student progress and to ensure relevant information is passed to them in order to support learning

Care, Guidance and Support:

- To monitor and support the overall progress and development of students within the Faculty
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To take a leading role in contributing to the delivery of Behaviour Management in the school, including operating a Faculty removal system and supporting the effective running of the Exclusion Room and BSU provision
- To ensure the Behaviour for Learning Policy is implemented in the Faculty so that effective learning can take place
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To undertake any other duty as specified by STPCD not mentioned in the above.

General Duties:

- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

St Birinus School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The following link will take you to our website - <http://www.st-birinus-school.org.uk/1852/sbs-policies> - please scroll down to read our Safeguarding Policy.

This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check.

The possession of a criminal record will not necessarily prevent an applicant from obtaining this post.

All cases are considered confidentially and according to the nature of the role and information disclosed.

Additional standard pre-employment checks will also be undertaken.

Please be aware that you will be required to bring your original qualification certificate(s), proof of residence and photographic ID to interview.