

Faculty Director – Humanities

Grade: TLR1 point C

This post carries the following responsibilities in addition to the generic duties assigned to all teaching posts.

Purpose:	<ul style="list-style-type: none"> To develop, lead and manage the effective delivery of an outstanding Humanities curriculum to ensure that all of our students make excellent progress. To lead all aspects of teaching, learning and assessment within the department. To collaborate effectively with other members of the department to ensure outstanding practice. To develop a vision for the faculty area that supports the vision of the school. To raise standards of pupil attainment and achievement within the whole faculty area and to monitor and support pupil progress. To be accountable for pupil progress and development within the faculty area. To develop and enhance the teaching practice of others. To ensure the provision of an appropriately broad, balanced, relevant curriculum for pupils studying in the faculty, in accordance with the aims of the school and the faculty policies determined by the Board of Trustees and Headteacher of the school. To be accountable for leading, managing and developing the faculty area. To monitor the effective management and deployment of teaching/support staff, financial and physical resources within the faculty area to achieve the aims of the school. Having a clear strategic overview of the department, including strategies for improving student performance. Designing and modifying a curriculum suited to all pupils' individual needs. Sharing good practice within and between departments through planned collaboration. Monitoring and evaluating learning outcomes. Setting and delivering challenging targets. Analysing and interpreting relevant national, local and school data and improving department performance as a result. Implementing effective assessment for learning across the department.
Reporting to:	Leadership Group Line Manager
Operational/ Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty area. To oversee the day-to-day management, control and operation of course provision within the faculty area, including effective deployment of staff and physical resources. To monitor pupil progress across the faculty and ensure that appropriate action is taken. To implement school policies and procedures, e.g. Equal Opportunities, To work with colleagues to formulate aims, objectives and strategic plans for the faculty area which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School. To lead and manage the business planning function of the faculty area, and to ensure that the planning activities of the faculty area reflect the needs of pupils within the subject area, School Learning Plan/Faculty Learning Plan and the aims and objectives of the School. To ensure that the teaching and learning that takes place in the faculty area fully reflects the School's distinctive ethos and aims. In conjunction with the ICT curriculum leader develop the application of ICT in the faculty area, including the development of materials for Independent Learning.
Faculty Provision:	<ul style="list-style-type: none"> To liaise with the Leadership Group link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective faculty programme which enables achievement of the school's strategic intents.

Teaching and Learning Development:	<ul style="list-style-type: none"> • To lead development for the faculty area supporting whole school philosophy. • To keep up to date with national developments in teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To deliver outstanding learning for all groups of pupils. • To carry out regular observations of lessons and the quality of marking. • To monitor lesson plans, records, homework and assessment. • To lead, organise and champion extra-curricular related events and ensure that all students have many opportunities for memorable experiences. • To constantly improve the quality of teaching and learning within Humanities and, where necessary, hold teachers to account. • To closely monitor progress and attainment of students and use it to inform teaching.
Staff Development, Recruitment and Deployment	<ul style="list-style-type: none"> • To work with the Leadership Group to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the Faculty area's support staff. • To undertake Performance Appraisal Review(s) and to act as reviewer for a group of staff. • To make appropriate arrangements for classes when staff are absent, and liaising with the cover staff. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme. • To be responsible for the day-to-day management of staff within the designated faculty area and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the faculty area and to work towards their achievement. • To establish common standards of practice within the faculty area and develop the effectiveness of teaching and learning styles in all subject areas within the faculty area. • To contribute to the school procedures for lesson observation. • To monitor and evaluate the faculty area in line with agreed school self evaluation procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the faculty area on the management information system. • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To ensure that reports are produced within the quality assurance cycle (SEF, exam analysis, dept. review etc.) • To provide the Board of Trustees with relevant information relating to the Faculty area performance and development as required.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the faculty area are familiar with its aims and objectives. • To attend curriculum committee meetings each half term and be actively involved in the work and whole school planning of this group. • To convene and chair meetings of the faculty members each half term to ensure effective

	<p>communication of actions from the policy group.</p> <ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of pupils. • To liaise with partner schools, further education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the faculty areas views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases. • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To lead the promotion of the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To monitor the management of; the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty area budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records, employing best value practices and monitoring actions. • To work with the Assistant Headteacher in order to ensure that the faculty area's teaching commitments are effectively and efficiently time-tabled and roomed within the constraints of the whole school faculty. • To ensure that the faculty area is a stimulating and attractive learning environment.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of pupils within the faculty area. • To monitor pupil attendance in the faculty area together with pupils' 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 and to be responsible for pupil discipline within the faculty.
Other specific Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and pupils to follow this example. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To engage actively in the school's performance appraisal review. • To be courteous to all colleagues and provide a welcoming environment to visitors and telephone callers <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Note

- 1) Whilst the list overleaf provides a framework to inform post holders of the broad nature of this role, it is not meant to be exhaustive. All roles may be reviewed and the precise nature of the job description may change.
- 2) Responsibilities are subject to general duties and responsibilities contained in the statement of the Teacher's Pay and Conditions.
- 3) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed as definitive.