London
Design &
Engineering
UTC

Head of Faculty Job description

Accountable to: Assistant Principal (Teaching and Learning)

Core Purpose:

You will have a central responsibility for the following:

1. To carry out effectively the professional duties of a teacher in the LDE UTC under the leadership and direction of the Principal in accordance with the policies of LDE UTC
2. Develop, plan and deliver effective and high quality learning experiences for all students, preparing students to be successful in external examinations
3. To demonstrate, through curriculum knowledge, creativity and application, how your subject is relevant and inspire students in your subject area to succeed at the highest level possible
4. To be accountable for the learning and achievement of all students undertaking your subject, ensuring robust and accurate tracking and performance data is recorded
5. To be responsible for the delivery of your subject within the context of the school curriculum and contribute subject expertise to support the delivery of the unique DISCE compage thematic learning framework integrating aspects of the curriculum
6. To take responsibility for professional development as required to deliver the required outcomes in your subject area and in the wider professional development initiatives as directed by the Principal
7. To monitor, evaluate and review classroom practice within the faculty and promote improvement strategies.
8. To challenge underperformance at all levels within the faculty and ensure effective corrective action and follow-up.
9. We are committed to making sure our students have excellent outcomes both in terms of qualifications and wider employability. You will be working with the LDE UTC Trust to ensure their vision is met, by ensuring the highest standards and expectations in teaching, learning, behaviour and subject enrichment are promoted and achieved. Teachers are at the heart of our team. You will keep up to date with educational issues and improvements in practice, be an outstanding teacher, make learning fun and relevant and be committed to raising attainment and using strategies to inspire our students to complete their studies to a high standard.

Key Responsibilities: Leading Learning and teaching within your Faculty

- To work with your line manager to sustain high expectations and excellent practice in teaching and learning throughout the subject, which will include monitoring and evaluating your own professional practice to ensure high quality of teaching, high standards of students' achievement, and to contribute to data management and improvement planning.
- To contribute to improvement planning under direction from your line manager
- To ensure that there are clearly-understood links between the technical, academic and work related elements of the curriculum which yield benefits in terms of student outcomes.
- To ensure that learning is at the center of your faculty's classroom practice.
- To ensure that all students are informed of new and emerging technologies and ideas as relevant to support the teaching of your subject and to inspire students in their future careers
- To monitor, evaluate and review your own classroom practice and those within your faculty and use teaching improvement strategies to enhance the student experience.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.
- To contribute to the personal development of all students by taking part in the spiritual, moral, social and cultural development activities embedded across the whole school
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

This will include

1. Providing and supporting your staff to provide high quality subject and project curriculum lessons which:
    a. Ensure that all students acquire new knowledge and skills, develop ideas and increase their understanding
    b. Enables all students to develop their learning habits of concentration, working productively both independently and collaboratively, and producing work which is well presented
    c. Ensure all students make progress through:
        - Well planned and well-paced lessons
        - Modules based on assessment for learning
        - Lessons well matched to all students' needs with an appropriate level of challenge
        - Well organised and skilful use of resources, including time, information learning technology and support staff
        - Personalising challenging stretching targets for both students and staff
        - Extended learning tasks which reinforce and extend the learning undertaken in class
        - Consistent and effective behaviour management
        - Effective feedback
    d. Ensure all students develop their own learning through self-evaluation and reflective partnership with peers and teaching staff
2. Ensuring that Course Plans (Schemes of Work) are in place, regularly updated and shared with staff.
3. Leading and delivering your subject through innovative exciting themed projects, using your subject specific knowledge and skills to plan, prepare and deliver instructional activities which facilitate active learning experiences
4. Ensuring that quality assurance procedures for all aspects of the work of the faculty are in place in line with the expectations of the UTC
5. To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
6. Ensuring that personalisation of learning lies at the heart of delivery by fostering a mentoring and personal coaching approach that enables students to tailor the curriculum to their individual needs and aspirations and which will develop their personal and employability skills
7. Taking account of diversity and promoting equality and inclusion. Ensuring that teaching is adapted appropriately to suit the stage of the lesson and the needs of the students and that a variety of activities make learning interesting and encompass assessment for learning and consistent feedback strategies.
8. Establishing a safe learning environment, which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of students and young people
9. Ensuring support staff (as appropriate) are clear about the learning objectives and outcomes in lessons, understand the sequence of teaching and learning in the subject and communicate this to the students
10. Taking responsibility to ensure you and your faculty are up to date in terms of your knowledge of your subject, the related teaching methodologies and the external examination requirements for this subject
11. Ensuring that the activities planned for students encompass a variety of ICT learning and support activities, for example use of quiz software, support websites, relevant social network activities, simulations, as relevant to the curriculum, marketing and improvement projects in the school
12. Assessing, recording and reporting on the personal development and academic attainment and achievement of students. Maintaining accurate and comprehensive records of individual students needs, both in the classroom

and in extended school activities Contributing to the assessment and reporting of student development in line with school policies and achievement across all skills and competencies in and out of school

Other responsibilities

1. Attend briefings, register students and assist with supervision before, during and after the working day
2. Attend meetings arranged for staff, with parents, and, when appropriate, with outside agencies/providers
3. Attend meetings as required with trainers as part of staff development and undertake any additional training highlighted by line management feedback
4. Supervise and, so far as practicable, teach students whose teacher is not available
5. Ensure that work is always set for classes when absence is foreseeable
6. Comply with health and safety rules and legislation, ensuring the safety of students and staff at all times
7. Maintain effective lines of communication with parents, establishing a strong partnership with parents/carers to involve them in their child's learning
8. Actively support and promote staff and student recruitment;
9. Attend open evenings, parents' events, progress review meetings and other dedicated activities, as required;
10. Participate in the arrangements to seek and take action on students' views
11. Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC
12. Act in compliance with data protection legislation, in respecting the privacy of personal information, and with the principles of the Freedom of Information Act 2000 in relation to the management of records and information
13. Undertake other such duties as are commensurate with the post and which may reasonably be required by the Principal or your Line Manager.