

# **Sir Henry Floyd Grammar School**

## **Job Description: Faculty Leader**

### **Main responsibilities**

Maintain high quality teaching and learning in the faculty that provides excellent experiences and outcomes for our student.

Contribute actively to the development of all areas of policy and practice in the school.

### **Development of Teaching and Learning**

- Help staff to understand their roles and responsibilities
- Ensure that best practices within the faculty are shared
- Provide or suggest forms of training to develop staff appropriately
- Observe classroom practice and give constructive feedback
- Play an active part in the school's Performance Management cycle
- Look for opportunities to praise staff and celebrate success
- Ensure that schemes of work support and encourage high quality teaching
- Encourage a climate of creative approaches to teaching and learning

### **Communication**

- Act as an effective communication link between the school's senior leadership team and members of the faculty.
- Respond to requests for information (for example, updates on behaviour or academic progress) about particular students, as necessary.
- Work with Associate Teachers, Learning Support Assistants and Technicians as necessary to ensure that all students have the best possible opportunity to learn.

### **Monitoring performance and practice**

- Monitor the overall academic progress of each student in the faculty.
- Ensure that staff in the faculty are aware of and follow the school's Behaviour Policy, Code of Conduct and Rights for Learning and that students are aware of the behaviour expectations, rewards and sanctions.
- Analyse exam, assessment and behaviour data of each teaching group across the faculty
- Find time to discuss performance and practice with members of the faculty
- Monitor the quality of teaching in the faculty

### **General duties**

- Take part in the school's performance management process.
- To ensure that principles of equality are followed at all times in relationships with staff and students
- To carry out supervisory duties before and after school and at break-time in accordance with the published rota.
- Adhere to all school policies and procedures
- Work towards meeting the school aims and ambitions as set out in the Strategic plan, School Development Plan and Faculty Development Plan.
- Undertake any reasonable duties related to the job purpose and within the remit of the conditions of service set out in the Schoolteacher's Pay and Conditions document.
- Play an active role in the school's self evaluation process.
- Work within the school's Health and Safety policy and Safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.

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**Person Specification: Head of Faculty**

	Essential	Desirable	Evidence
<b>Qualifications, knowledge and experience</b>			
Degree in appropriate subject area	✓		Application
Recognised teaching qualification	✓		Application
Working knowledge of the theory and practice of teaching all Humanities disciplines	✓		Interview
Excellent subject knowledge	✓		Observed lesson
Evidence of continuing professional development	✓		Application
Understanding of self-evaluation and monitoring	✓		Application letter Interview
Use of ICT in teaching		✓	Interview
Up-to-date with current developments in teaching Humanities subjects		✓	Application letter Interview
Experience of organising extra-curricular activities		✓	Reference Application Interview
Clearly defined vision for the development of Humanities	✓		Presentation Interview
Successful leadership experience	✓		Application Interview
Knowledge of school Self Evaluation processes	✓		Application Interview
<b>Skills and capabilities</b>			
To teach at KS3, KS4 and KS5	✓		Reference Application
To monitor, plan and implement intervention strategies	✓		Interview
To enthuse students by teaching imaginatively, employing a variety of teaching styles	✓		Reference Observed lesson
To make a positive impact on the work of others.	✓		Reference Application letter Interview
To create a positive, inclusive learning environment	✓		Reference Observed lesson
To analyse data to inform teaching and to set challenging targets for students and staff	✓		Reference Application letter
<b>Personal qualities</b>			
Enthusiastic and approachable	✓		Reference Interview
Good interpersonal skills	✓		Interview Observed lesson
Clear educational philosophy		✓	Interview
Commitment to professional development	✓		Interview Reference
Willingness to share expertise	✓		Application letter
High expectations of students	✓		Observed lesson Interview
Hardworking and conscientious	✓		Reference
Willingness to organise school visits		✓	Interview
Good communication skills	✓		Interview
High expectations of self and colleagues	✓		Application Interview
Ability to prioritise own workload and that of others	✓		Interview