

**Brompton Academy
Faculty Leader
Job Description**

Grade: MPS/UPS + TLR

Accountable to: Vice Principal/Assistant Principal

Responsible for: All Departmental staff

Purpose:

Subject to any overriding requirements and the professional duties specified in the Academy's Contract Conditions the post holder shall be responsible for the proactive leadership and management of the department in relation to staff, students, curriculum and assessment, monitoring and evaluation in order to engage and motivate students, and in so doing raise student achievement and attainment.

The post holder will be responsible for developing skills based and experiential learning, delivered within a relevant context, harnessing the geographical locality where appropriate and promoting new technologies.

The post holder should ensure that the requirements of the National Curriculum, examination bodies and statutory bodies are adhered to.

The post holder will be expected to comply with, and set exacting standards in all areas his/her work to ensure school effectiveness, continual whole school improvement and student progress. Emphasis will be on the post holder's effectiveness in influencing pedagogy through monitoring learning outcomes.

In order to fulfil the requirements of the Job Description it is vital that the post holder works as a team player within a strategic context.

Key Responsibilities:

Academic Aspects:

- To be responsible for developing and implementing an exciting, coherent, vocationally relevant and skills orientated Curriculum.
- To established and manage good links with industry and business.
- To be responsible for the development of differentiated and skills based Schemes of Work.
- To ensure the development and delivery of quality Assessment for Learning activities, including the use of Assessing Pupil Progress where developed (in line with whole School, LA and National policy) to raise student attainment and achievement and allow full access for all learners.
- To seek out, incorporate and use new technologies through the learning and teaching activities.
- To ensure faculty team and line manager is kept abreast of new curriculum initiatives as it relates to the subject area, including new learning theory as it impacts on teaching styles within the faculty.
- To be responsible for, and regularly review and upkeep the Departmental self evaluation reports (DEF) and Departmental Improvement Plans (DIP) within the faculty.
- To introduce new courses where appropriate and initiate change.
- Develop a unit of work for each year group that will demonstrate 'Arts' Specialist Status
- To participate in the Subject review and other quality assurance activities across the school

- To carry out work scrutinises, moderation and other QA activities to ensure secure and well evidenced student progression and quality teaching and learning delivery.
- To ensure all student progress data meets all reporting deadlines and ensure progress reports by class, by teacher and by department are fully analysed and tracked against targets ,to ensure underachievement, by teachers and students is tackled quickly and effectively.
- To analyse the data, against national and local benchmarks, to report upon patterns and trends and use this information to enhance development work.
- To ensure that up to date requirements of examination and assessment bodies and courses are known, observed and fully implemented by all members of the department, including all activities relating to internal and external verification and moderation.
- To ensure training is in place to allow faculty members to fully understand requirements of all courses at all key stages particularly in relation to public examination courses.
- To ensure departmental conformance and compliance with all school policies
- To be responsible for ensuring all record keeping and marking within the department is informative, kept up to date, passed on and is feedback to relevant parties.
- To ensure the Department has the appropriate documentation in place, in relation to Curriculum delivery, and in preparation for Ofsted requirements: e.g. Departmental Improvement Plan, DEFS, Schemes of Work, Assessments, Examination analysis, Department Handbook, Evaluation and Review reports and Homework schemes.
- To ensure quality completion of all annual subject specific reports on all students.
- To participate actively in whole school activities and priorities e.g. Options programme, Primary Liaison, Community programmes, examination preparations.
- To organise students into appropriate teaching groups and monitor student's ongoing progress and change groupings accordingly using school required systems.
- To develop cross subject links in line with new statutory curriculum requirements.
- To manage and monitor the departmental budget, ensuring value for money, and seek efficiency targets linked to effectiveness.
- To bid for external sources of funding.
- To ensure that all registers and stock books (asset registers) are kept up to date and signed at designated times.
- To seek to ensure the effective use of the departments equipment, proper maintenance of the materials and fabric of the department and the observance of relevant Health and Safety regulations.
- To abide by the school meetings schedule and provide action points on departmental meetings for SLT.
- To ensure the active contribution of the department in providing for extended activities for students.
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Staffing

- To lead and manage departmental team members – teachers and support staff
- To support the personal and professional development of departmental team members and monitor individual staff workloads to ensure work/life balance.
- To challenge and motivate Departmental members for improvement and deal swiftly, within personnel and school procedures, with issues of capability and conduct.
- To ensure that each member of the curriculum area maintains a CPD file and regularly updates their skills.
- To ensure that all members of the team have current health and safety training and hold relevant competence certificates where applicable.
- To ensure that as new technologies develop, appropriate training is sought for the curriculum area .
- To have responsibility for ongoing induction, mentoring, coaching and support of all departmental staff including NQTs, GTPs, RTPs and OTT, and provide reports where required.
- To participate in personnel procedures in relation to capability to monitor and report staff progress in relation to targets set through the capability process.

- To contribute to the staff appointments process.
- To be responsible for the Performance Management of a cohort of staff in line with school policy and statutory policies

Pastoral Aspects:

- To be responsible for the overall welfare, good order and discipline of the student body within the department.
- To be responsible for promoting a positive ethos within the School by use of the Reward and Merit system.
- To build strong supportive relationships with the team and support them in their role in relation to attendance, punctuality, discipline, uniform, behaviour and communications with parents, rewards, detentions and contact diaries.
- To supply, when requested academic and social information, with regard to individual students.

General Aspects:

- In conjunction with the SLT to participate in whole school reviews and the monitoring and development of policies within the school.
- To assist with the annual Curriculum Audit, advise on future planning and Curriculum design and participate in the development of the whole School Development Plan and School Self Evaluation form.
- To present information to the Governing Body, when requested.
- To ensure individual and departmental compliance and responsibility as employees in having a duty under the Health & Safety at Work Act of 1974 to take reasonable care to avoid injury to themselves or to others by their work activities, and to co-operate with employers and others in meeting statutory requirements.
- To be committed to safeguarding and promoting the welfare of children and young people
- To carry out any other duty as may reasonably be requested by the Principal.

The University of Kent Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).