

## **Job Description**

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**Job title:** Faculty Leader of MFL

**Main purpose of job:** The Faculty Leader is the line manager of their team of teachers, responsible for organising, monitoring and appraising the complete work of each Faculty member. They lead a team of teachers and support staff to operate as an effective group, setting high professional standards and expectations. The Faculty Leader will be primarily responsible for monitoring the outcomes of learning of students within their subject areas.

The current Academy Teachers' Pay and Conditions Document and the DfE Teachers' Standards apply to the professional duties of all teachers in all teaching posts.

**Department:** MFL

**Location:** Plume Academy

**Position reports to:** SLT Line Manager for MFL

**Position is responsible for:** MFL Faculty

**Length of contract:** Permanent, Full time

**Salary:** Main – Upper Pay Scale Plus TLR1A  
£8,706 per annum

### **Key Responsibilities and Accountabilities**

#### **Quality of Education**

- Monitoring the quality of education through classroom observation, work sampling and analysis of the outcomes of learning
- Establishing and monitoring achievement targets for each subject and each class
- Ensuring that teachers know the prior learning and achievement of the students and that teachers know the potential to achieve of the students
- Monitoring the work of the Key Stage Co-ordinators to ensure that effective schemes of work are in place for each course
- Ensuring that academy curriculum policies are enacted within their Faculty
- Supporting the development of the individual members of the Faculty
- Developing the use of new technologies to support effective learning

#### **Other activities**

- Acting as the second stage in the discipline and support structure for students, after the classroom teacher

#### **Ethos and Environment**



- Ensuring that the environment and learning resources are stimulating and of the highest standard
- Ensuring a consistent ethos in line with the Plume Academy Code of Practice
- Ensuring that high standards of behaviour are expected and achieved
- Maintaining health and safety procedures

#### **Staff Development, Resources and Capitation**

- Organising training and chairing Faculty meetings
- Drawing up, in line with the Academy Improvement Plan, the improvement plan for the Faculty
- Deciding the allocation of all resources; human and physical, within the Faculty
- Maintaining overall accounts of capitation and ensuring best value
- Supporting, advising and providing opportunities for individuals in the Faculty to further their personal development

#### **Whole School**

- To ensure that whole academy policies are implemented

#### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Date of next review:** Annually in line with the PMR process.

**Person specification form**

**Job Title:** Faculty Leader

**Department:** MFL

Factor	Essential?	Desirable?
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level educated</li> <li>Qualified Teacher Status</li> </ul>	Evidence of further study beyond first degree
<b>Relevant experience / Skills</b>	<ul style="list-style-type: none"> <li>Ability to manage the faculty area</li> <li>Successful teaching across Key Stages 3, 4 and 5</li> <li>Understanding of curriculum issues</li> <li>A proven record of excellence in the classroom</li> <li>Involvement in recent professional development</li> <li>Commitment to the use of a variety of methods to enhance learning</li> <li>Knowledge and understanding of whole academy issues</li> <li>An ability to interpret data</li> <li>An understanding of the Ofsted framework for evaluating teaching and learning</li> <li>A vision for and commitment to the delivery of the subject at Key Stages 3, 4 and 5</li> <li>a genuine commitment to students and high expectations for their progress and welfare</li> <li>a commitment to the pursuit of high standards in all aspects of the life and work of the academy</li> <li>a personal presence and confidence; warmth and sensitivity</li> <li>an openness and sensitivity to staff, students and parents/carers</li> <li>a commitment to working proactively with students, parents/carers, trustees and other partners in the learning process</li> <li>a commitment to recognising and valuing the achievements of all members of the Academy community</li> <li>a proven ability to work as a team member</li> <li>a commitment to equality of opportunity</li> </ul>	<p>Experience of teaching across all key stages</p> <p>Completion of further development courses such as those offered by examination boards.</p> <p>Knowledge of appropriate opportunities at and beyond Key Stage 5</p> <p>An ability to promote the academy through contact with parents, the media and the local community</p> <p>Experience of monitoring classroom practice</p> <p>A willingness to participate in extra-curricular activities</p>

<b>Aptitude and abilities</b>	<ul style="list-style-type: none"> <li>• able to communicate effectively, both orally and in writing</li> <li>• able to build and maintain effective relationships at all levels that encourage collaborative working</li> <li>• strong planning and organisational skills including the ability to prioritise, multitask and meet deadlines</li> <li>• proficient in Microsoft Office (word/excel spreadsheets)</li> </ul>	An ability to offer a second subject.
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• sense of humour</li> <li>• loyalty and discretion.</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• open communicator.</li> <li>• welcoming disposition.</li> </ul>	

*Date of next review: Annually in line with the PMR process*