



KING EDWARD VI BALAAM WOOD ACADEMY

Educational excellence for our City

Job Description

~ Faculty Leader of Science ~

King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

Title	Faculty Leader of Science
Grade	LP10
Reports to	Deputy Headteacher (Quality of Education)
Disclosure level	Enhanced
Purpose	To assist in the leadership and management of teaching and learning in the academy, to achieve the outcomes required by Government regulations and the School Development Plan adopted by the Governing Body.
Duties and responsibilities	<p>Leadership</p> <p>To work with the Senior Leadership Team to formulate a vision for the faculty area. To be responsible, with the Senior Leadership Team, to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.</p> <p>To manage and develop your faculty area and make a positive impact on the educational progress of pupils, other than your assigned classes.</p> <p>To exercise line management responsibility for the people within the faculty.</p> <p>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty area.</p> <p>To promote collaboration and to motivate staff to ensure effective working relations.</p> <p>To lead the development of effective subject links with other Academy Trust and wider schools, Foundation Leaders in Education (FLEs) and the community and attend liaison events in partner schools where necessary.</p>

To ensure the effective promotion of subject(s) at open events and other.

To promote and support the four core values of the academy.

Management

To lead, develop and enhance the teaching practice of other staff.

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the faculty area in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Headteacher of the academy.

To ensure that the development of the subject is in line with national developments.

To effectively manage and deploy teaching and support staff, financial and physical resources within the faculty to support the designated curriculum.

To manage internal and external examination arrangements for the input of Assessment Data Entry (ADE) data and the monitoring process in relation to your faculty area.

To implement academy policies and procedures, e.g. Equal Opportunities, Health and Safety etc.

To contribute to the academy procedures for lesson observation and performance management with the CPD Coordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is set within the faculty and liaise with covering staff members.

To participate in the academy's ITT and ECT programme in accordance with the whole school perspective.

To arrange and lead departmental team meetings; to ensure agendas are arranged in advance and that all minutes are taken in accordance with academy policy.

To maintain the learning environment as a quality resource for teaching and learning.

To ensure that ICT is fully utilised to enhance both teaching and learning and to perform administrative tasks.

To be responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Headteacher, e.g. Teaching Assistants, Laboratory Technicians and other support staff.

Monitoring and Evaluation

	<p>To lead on the preparation and participation in internal and external reviews.</p> <p>To raise standards of pupil attainment and achievement within the faculty area to support pupil progress.</p> <p>To establish the process of setting targets within the faculty and work towards their achievement through making use of data analysis and using that to evaluate performance.</p> <p>To identify pupils at risk of underachievement and take appropriate action on issues arising from faculty area data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.</p> <p>To develop strategies to remove barriers to learning and to ensure the faculty area participate in a system of distributing rewards.</p> <p>To support pupils' learning through strategic intervention in liaison with other faculty and pastoral leaders.</p> <p>To maintain oversight of the education of the whole person with particular regards to the principle that 'every child matters.'</p> <p><u>Pastoral</u></p> <p>To act as a Form Tutor and to carry out the duties associated within that role, as outlined in the Job Description.</p> <p>To contribute to the Personal Development, Enrichment, work-related learning and other cross-curricular themes according to academy policy.</p> <p>To ensure behaviour management systems are implemented within the faculty area so that effective learning can take place.</p>
<p>The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Deputy Headteacher or the Headteacher, commensurate with the grade of the post.</p> <p>This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Deputy Headteacher or the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.</p> <p>Postholder:</p> <p>Postholder Signature:</p> <p>To be reviewed on an annual basis.</p>	

Date: April 2024