

## **JOB DESCRIPTION**

### **Post Title: Faculty Leader**

**Pay Scale:** salary scale + TLR 1

**Line Manager:** Assigned member of Leadership Team

*The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Generic Teacher Job Description.*

#### **Teaching and Learning Responsibility**

Teachers receiving Teaching and Learning Responsibility (TLR) payments provide professional leadership and management for their school/subject area(s) to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. TLR post holders are accountable for a significant, specified responsibility focused on teaching and learning that is not required of all classroom teachers.

#### **Job Purpose**

- Strategically leading the work of the Faculty to ensure that all faculty subjects meet their agreed annual targets (annual targets will be set and reviewed with SLT through Line Management).
- Monitoring student progress in all faculty subjects and leading effective support and interventions where appropriate.
- Ensuring a consistent quality of teaching across the faculty, reflective of an Ofsted judgement of at least 'Good'.
- Promoting the aims, objective, ethos and public image of the school.

In addition to an agreed teaching load and pastoral responsibility, the faculty leader will be expected:

1. To be responsible to the Headteacher for all matters pertaining to the Faculty;
2. To lead and supervise the teaching and support staff allocated to the Faculty and to delegate responsibilities;
3. To prepare, review and amend annually the schemes of work in the Faculty (copies to designated line manager); to include advice on teaching methods and resources available in the Faculty;
4. To liaise with those responsible for timetabling in terms of staffing, unit allocation, timetabling requirements;
5. To select, order and maintain teaching equipment and materials within the Faculty; to keep within the limits of the capitation allowance;
6. To liaise with the Finance Team over requisitions and invoices;
7. To call regular meetings and forward copies of minutes to designated line manager;

8. To meet half termly with designated line manager to review faculty outcomes and related planning;
9. To be responsible for the transition of students from Key Stage 4 to Key Stage 5 within Faculty subjects;
10. To ensure that the teaching, setting and marking of classwork and homework is according to the syllabus and the agreed policy of the school;
11. To ensure that testing, assessment and evaluation is correctly carried out at all levels;
12. To oversee the preparation of candidates for external examinations within the subject areas; ensuring, in liaison with Examinations Officer, that all entries for external examinations are correctly made;
13. To prepare for the designated line manager an annual analysis of external examination results and internal assessments for the subjects within the faculty;
14. To furnish materials for such reports on probationary colleagues as may be required;
15. To lead in the sharing of best practice within the faculty and across other faculties as required;
16. To ensure all aspects of the Appraisal system are followed by all members of the faculty;
17. To keep abreast of current developments, attend courses and represent the school with outside bodies;
18. To promote the Four Pillars of Aspiration, Adaptability, Respect and Resilience
19. To be responsible for the condition of furniture, displays, wall and storage space within faculty classrooms or those used mainly by the faculty;
20. To meet with the Leadership Team as required to assist in the determination of policy;
21. To assist the Leadership Team in the management of student behaviour;
22. To comply with the school's Professional Review Process;
23. To be aware of and comply with all school policies and procedures, especially those relating to Safeguarding, Health and Safety, Security, Confidentiality and Data Protection. To report all concerns to the appropriate line manager;
24. Contribute to a positive and collegial culture of professional support within the school;
25. To positively contribute to the implementation of The Chase School's Climate Pledge to reduce our carbon footprint and promote sustainability, in accordance with legislative requirements and current best practice.
26. To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.

Mike Fieldhouse  
Headteacher

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This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.