

<b>Post Title:</b>	<b>Faculty Leader</b>
<b>Job Purpose:</b>	Ensure high quality teaching and learning, achievement and progress of students in the Faculty. Strategically lead and co-ordinate curriculum development.
<b>Responsible to:</b>	Head of School through Deputy Headteacher.
<b>Responsible for:</b>	<p>Ensuring a clear shared vision for the development of outstanding teaching and learning and a culture of high expectations within the Faculty. Raising standards across the Faculty and the School. Monitoring and evaluating the performance of the Faculty in all areas including:</p> <ul style="list-style-type: none"> <li>● teaching and learning</li> <li>● behaviour for learning</li> <li>● resources</li> <li>● learning environment</li> <li>● performance management</li> <li>● data and intervention</li> </ul> <p>All academic provision and support to students in the Faculty. Ensuring a high quality curriculum across the Faculty. Ensuring consistency of school policies within Faculty.</p>
<b>Liaising with:</b>	<p>Local Governing Body (as required) Headteacher Teaching and support staff Senior staff Faculty Leaders in other MAT schools</p>
<b>Hours of Work:</b>	Full Time
<b>Grade and Range of Post:</b>	MPS/UPS TLR2a
<b>Disclosure Level:</b>	This post is subject to an enhanced DBS disclosure.
<b>Main / Core Duties:</b>	<p>To work as an active member of the Subject and Faculty Leader team To drive school improvement priorities ensuring that all staff within the Faculty are well supported to impact on these priorities. To ensure that “no student is left behind” by supporting our young people to achieve their potential. To coordinate curriculum delivery within the Faculty, ensuring there is a clear rationale for KS3 and KS4 examination decisions/specifications. Identify relevant Faculty development issues, and implement an appropriate action plan to ensure improvement. Evaluate the impact of all improvement activities on the quality of teaching and learning. Lead evaluation strategies with the Faculty which contribute to overall school self-evaluation. Monitor the effectiveness and impact of performance management arrangements within the Faculty.</p>

<b>Operational Planning:</b>	<p>To use all relevant information/data to inform direction for improvement.</p> <p>Guide Faculty staff in:</p> <ul style="list-style-type: none"> <li>• Planning and delivering high quality lessons</li> <li>• Behaviours for learning</li> <li>• Effective marking and feedback</li> <li>• Homework</li> </ul> <p>To monitor and evaluate assessment data across the Faculty to identify trends in student performance and progress, and issues for development.</p> <p>To model and promote high expectations of students with all colleagues.</p> <p>To monitor student standards and achievement against annual targets with a focus on key groups – EAL, Most Able, Gender, SEN, and PP.</p> <p>Use data to identify exceptional performance and underachievement, and subsequent actions needed. Identify groups requiring strategies for intervention. Support staff in planning and implementing strategies to achieve student progress target levels and objectives. Review impact of strategies and prepare reports on the effectiveness of intervention strategies.</p>
<b>Enabling others:</b>	<p>Ensure Faculty staff are in touch with the families as necessary and supporting students as required, in order to ensure the success of all students.</p> <p>Ensure Faculty staff have the necessary resources and direction to deliver according to the School's vision.</p> <p>Ensure that all staff in the Faculty are able to use performance information necessary for them to deliver improvement in their own roles.</p> <p>Work with the other Faculty Leaders within the MAT to maximise opportunities for collaboration.</p>
<b>Staffing and Staffing Development:</b>	<p>Act as a role model of excellent classroom practice for other staff, modelling effective strategies for them. Monitor and evaluate the quality of planning and provide constructive feedback. Hold colleagues to account, and effectively manage conflict and relationships.</p> <p>Line manager of colleagues within the Faculty. Effective delegation of responsibilities to other post holders within the faculty.</p> <p>Co-ordinate and monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.</p> <p>Identify CPD needs for the Faculty. Lead and contribute to internal CPD which delivers a continuously improving service as measured by performance targets.</p> <p>Act as performance management team leader for the Faculty, ensuring challenging and appropriate targets are set and reviewed. Plan and implement strategies to improve teaching where needed.</p> <p>Induct, support and monitor new staff.</p> <p>Work with the other Faculty Leaders across the MAT to ensure that best practice is utilised to ensure consistency in high quality teaching and learning.</p>
<b>Quality Assurance:</b>	<p>Monitor and evaluate assessment data across the Faculty to identify trends in student performance and progress, and issues for development.</p> <p>Continuously review Faculty provision in all areas against performance targets and value for money. Monitor planning, curriculum delivery and implementation of schemes of learning.</p> <p>To keep the work of the Faculty constantly under review against key performance indicators:</p>

	<ul style="list-style-type: none"> <li>• Academic performance</li> <li>• Parental complaints</li> <li>• Student behaviour indicators</li> </ul> <p>Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.</p> <p>Support the school's direction by ensuring that School policies followed by all staff.</p> <p>Identify good practice, areas for development and strategies for sharing and support.</p>
<b>Management Information and Administration:</b>	Ensure all information required by the Governors, senior staff and Headteacher and Board, to evaluate the School's provision is produced accurately, timely and efficiently.
<b>Communications:</b>	<p>Effectively communicate with parents and ensure that families are supported as active participants in their child's education, through parent's evenings, transition events and celebration events.</p> <p>Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the school's provision and support.</p> <p>To attend all meetings required in the role and communicate the school's vision effectively to all audiences.</p>
<b>Marketing and Liaison:</b>	<p>Develop, nurture and maintain a positive image of the School and Trust.</p> <p>Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the School and Trust.</p> <p>Actively promote the service of the MAT.</p>
<b>Management of Resources:</b>	Responsibility for the safe use and safe keeping of Trust resources.
<b>Corporate Responsibility:</b>	To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.
<b>Other Specific Responsibilities:</b>	<p>To contribute to the overall ethos, work and aims of the School and the School Trust.</p> <p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To continue personal development in the relevant area.</p> <p>Participate fully with arrangements made in accordance with the Performance Management Policy.</p> <p>Perform any other reasonable duties as requested by the Principal.</p>
<b>Safeguarding:</b>	The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
<b>General Statement:</b>	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.
<b>Date:</b>	April 2024

