



## **TLR JOB DESCRIPTION**

### **TLR 1a (English/Maths/Science/Arts/Humanities)**

### **TLR 2b (DT/MFL/LIFE)**

**Job Title:** Head of Faculty  
**Responsible to:** **SLT LINK** - Head/Deputy/Assistant Headteacher

#### **Purpose**

To provide strategic leadership, a clear vision and purpose for the faculty area with high expectations focused on student progress, achievement and attainment. To drive forward change and improvement and to be accountable for leading, managing and developing teaching and learning within the faculty area.

#### **Responsibilities beyond those of either a Main Pay Range teacher or Upper Pay Range teacher**

#### **Achievement**

- Drive forward and raise the standards of teaching and attainment through monitoring the quality of provision within the faculty area, coaching and mentoring colleagues and performance management.
- To oversee and contribute to self-evaluation and school improvement work, including results analysis, lesson observations, learning walks and work scrutiny.
- To oversee and contribute to the process of the setting of targets within the faculty and to work towards their achievement.
- To ensure the completion of exam entries within the faculty area.
- To take decisions regarding examination entries.
- To oversee analysis of exam entries across the faculty area to identify patterns of underachievement including vulnerable groups.
- To maintain accurate and up-to-date records of student progress after each reporting cycle in order to identify patterns of underachievement.
- To implement and support targeted individual and group intervention strategies and monitor and evaluate the effectiveness of these.
- To monitor student attendance together with students' progress and performance and develop strategies to address any concerns/issues, linking with whole school strategies.

#### **Teaching and Learning**

- Act as a role model of good classroom practice for other teachers, modelling effective strategies.
- To oversee the development of the application of ICT within the faculty area.
- To facilitate the sharing of good practice and teaching and learning strategies/ideas within the faculty area.
- To support colleagues in developing effective feedback for students to raise standards and enable them to become independent learners.
- To develop appropriate syllabuses and ensure the implementation of appropriate resources and schemes of work.

- Monitor and evaluate standards of teaching, identifying areas for improvement.
- Develop opportunities for all vulnerable groups to extend their learning.

### **Behaviour and Safety**

- To ensure high standards of behaviour, respect and courtesy from students across lessons taught in the faculty area.
- To model effective use of the behaviour policy and support staff in implementing the policy and procedures.
- To maintain a visible profile in the faculty area and around school to support behaviour management.
- To be responsible for ensuring the environment of the faculty area is safe, welcoming and supports teaching and learning.
- To celebrate and praise the achievements of staff and students.

### **Leadership and Management**

- Identify faculty improvement priorities and write FDP.
- Monitor and evaluate the contribution and impact of other staff to school improvement.
- To develop appropriate assessment policies, assessment and teaching strategies within the faculty area.
- Ensure up to date knowledge of national changes and developments within the faculty.
- To oversee and facilitate the day-to-day monitoring, management and operation within the faculty area and deploy staff to achieve school improvement priorities.
- To lead the implementation of school policies and procedures.
- To lead and drive forward curriculum development within the faculty area.
- To promote teamwork and to motivate staff within the faculty area to ensure effective working relations.
- To assist in the induction, training and deployment of staff including mentoring of NQTs/ trainee teachers and new colleagues.
- To facilitate and contribute to the development of effective links with partner schools and the community.
- To identify the CPD and resource needs of the faculty and action relevant training.
- To meet as timetabled, with SLT link and with Second in Faculty (where appropriate).
- Ensure that performance management arrangements are effectively discharged, including by others within the faculty area.

This job description sets out the major duties associated with the stated purpose of this post and should be read in conjunction with the description for a Main Pay Range teacher or Upper Pay Range teacher (as relevant). It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the postholder to undertake this new/varied work.