

Job Title: Head of Faculty

Principal Responsibilities:

- To carry out the general and specific professional duties as set out in the current School Teachers' Pay and Conditions Document.
- To formulate policies which take forward teaching and learning within the Faculty.
- To be acquainted with all curricular and administrative matters related to the department.
- With other senior staff, participate in, contribute to and/or lead pedagogic and strategic discussions in order to support and sustain improvements both within the Faculty and at a whole school level, within the context of the School's Development Plan.
- To support actively the school's strategic vision and gain a commitment to this ethos amongst all Faculty staff.

Purpose of the Role:

- Support the development and implementation of the vision and support the strategic direction of the school reflecting its educational and moral aspirations and values
- Contribute to the whole school SEF with regards to the evaluation of learning and teaching on a whole school level in conjunction with the leadership team
- Through the role of curriculum leader, the HOF will actively support the school's vision and will also:
- Along with other HOFs and members of the SLT of the school ensure that further whole school improvements and developments in teaching and learning take place.
- To ensure that standards of pupil attainment and achievement in faculty are improved and sustained
- To be accountable for pupil progress and development within Faculty
- To develop and enhance the teaching practice of Faculty staff
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying within the faculty in accordance with the aims of the school and its policies, determined by the Governing Body and Head of the school
- To be accountable for the leadership, management and development of the faculty
- To effectively manage and deploy teaching and support staff, financial and physical resources within the faculty to support its designated curriculum areas.

Main Duties/Accountabilities:

Strategic Planning:

- To devise an annual Faculty Plan and implement strategies within the Faculty in support of the School's Development Plan (SDP)
- To implement strategies to ensure the efficient running of the Faculty, in support of school policies and procedures.

Quality Assurance:

- Establish process of setting targets within the Faculty area and to work towards their achievement
- Establish common standards of practice within the Faculty
- Contribute to lesson observations
- Implement school procedures on quality assurance and ensure adherence to these in the Faculty
- To monitor and evaluate standards and progress in teaching and learning within the Faculty, in order to sustain high standards of achievement and provide job satisfaction for colleagues

- Ensure that the Faculty's quality assurance procedures meet the requirements of the school's SEF and SDP.

Information Management:

- Make use of analysis and evaluate performance data provided
- Produce reports within the quality assurance cycle for the Faculty
- Produce reports on examination performance – including value added data
- In conjunction with the designated member of SLT to, manage the Faculty's collection of data

Pastoral system:

- Monitor and support the overall progress of pupils within the Faculty
- Monitor pupils' attendance along with their progress and performance in relation to targets set for those pupils, ensuring that follow-up procedures are adhered to and appropriate action taken where necessary
- Ensure the School's behaviour management procedures (and any complementary Faculty measures) are implemented in order that effective learning can take place within the Faculty.

Communications:

- To draw together members of the Faculty team with a joint sense of purpose and a specific identity, so that effective and focused teaching and learning can be achieved
- Liaise with partner schools, higher education, industry, exam boards and other relevant bodies
- Represent the Faculty's views and interests

Curriculum provision and development:

- Liaise with the designated member of SLT to ensure delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements the SDP
- To organise Faculty meetings so that professional dialogues can be achieved, information disseminated and good practice shared. Through these meetings and through example, the HOF will lead staff in trends within teaching and learning, including the use of ICT, so that developments and improvements in these areas can be sustained.
- Monitor and respond to curriculum development and initiatives at national and local level
- To organise Faculty INSET so that all colleagues can be engaged in relevant and meaningful activities in support of their own teaching, the development of schemes of work and the implementation of key school learning strategies.
- Maintain faculty teaching resources.

Staffing:

- To support the professional development of Faculty staff, providing feedback for them in such a way that supports their progress against performance management objectives
- Ensure staff development needs are identified and that appropriate programmes are designed to meet their needs
- Have responsibility for appropriate and effective deployment of both teaching and support staff
- Make appropriate arrangements for classes when staff are unexpectedly absent, liaising with the cover supervisor/relevant staff to secure adequate cover
- Participate in interview process when required and ensure effective induction of new staff in line with school procedures

- To ensure appropriate support, guidance and advice is provided for NQTs and student teachers within the Faculty, to invest in the future of the profession through evidence of good practice.

Resources:

- With designated member of SLT to allocate resources and rooms in order to achieve sustainability and cost-effectiveness
- To have an oversight of Health and Safety within the Faculty areas to enable colleagues to work safely and efficiently
- Control of the Faculty's budget so that it is spent in line with learning priorities and the principles of best value

Liaison:

- Lead development of subject links with partner/primary schools
- Effectively promote the Faculty at Open Evening

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation. It is school policy to regularly review job descriptions with both the changing needs of the school and the individual staff development and training needs in mind. Thus the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.