

## Job Description – Head of Faculty

<b>Post Title:</b>	Head of Faculty
<b>Salary Range:</b>	
<b>Base:</b>	Mullion School
<b>Responsible to:</b>	Assistant Headteacher
<b>Direct Supervisory Responsibility for:</b>	Teaching staff and support personnel within the Faculty
<b>Important Functional Relationships: Internal/External</b>	CEO, Head, Deputy and Assistant Heads, other Heads of Faculty, Teaching/Support Staff, Staff with cross-school responsibilities, All Trust staff, LA Representatives, External Agencies, Parents and Carers.
<b>Relevant Standards which apply:</b>	Current National Teachers' Standards

<b>Main Purpose of the Post:</b>
<ul style="list-style-type: none"> <li>• To ensure the quality of curriculum provision within the Faculty;</li> <li>• To raise standards of student attainment and achievement across the whole Faculty and to monitor and support student progress;</li> <li>• To be accountable for standards, progression and achievement within the Faculty;</li> <li>• To develop and enhance the teaching practice of others;</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Faculty, in accordance with the aims of the School and the curricular policies determined by the Headteacher;</li> <li>• To be accountable for leading, managing and developing the Faculty;</li> <li>• To effectively manage and deploy teaching / support staff, financial and physical resources within the Faculty to support the designated curriculum portfolio.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies within the Faculty;</li> <li>• The day-to-day management, quality and operation of course provision within the Faculty, including effective deployment of staff and physical resources;</li> <li>• To actively monitor and follow up student progress;</li> <li>• To implement Trust/School policies;</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the Faculty;</li> <li>• To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the School Quality Improvement Plan;</li> <li>• To maintain a comprehensive, up to date, Faculty Handbook in electronic format;</li> <li>• To draft and implement Faculty policies to ensure quality improvement practice;</li> <li>• To be accountable for the development, delivery and quality of the programme/subject areas within the Faculty;</li> <li>• To be accountable for the progress made by students within the Faculty;</li> <li>• To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>

Staffing:
<ul style="list-style-type: none"> <li>• To be responsible for the efficient and effective deployment of the Faculty's teachers and support staff;</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School policy and procedures;</li> <li>• To promote teamwork and to motivate staff to ensure effective working relationships;</li> <li>• To engage the Faculty with the School's ITT programme;</li> <li>• To be responsible for the day-to-day management of staff within the Faculty and act as a positive role model.</li> </ul>

Teaching:
<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in School and elsewhere;</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required;</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;</li> <li>• To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students;</li> <li>• To undertake a designated programme of teaching;</li> <li>• To ensure a high quality learning experience for students that meets internal and external quality standards;</li> <li>• To prepare and update subject materials;</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to students needs and the demands of the scheme of work;</li> <li>• To maintain discipline in accordance with the School's behaviour policy and procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework;</li> <li>• To undertake assessment of students as requested by external examination bodies, Faculty and School procedures;</li> <li>• To mark, grade and give written / verbal and diagnostic feedback aimed at improving student progress.</li> </ul>

Professional Development:
<ul style="list-style-type: none"> <li>• To work with the designated Appraiser to identify and meet professional development needs;</li> <li>• To engage fully with the Teacher Appraisal processes as an Appraiser and Appraisee;</li> <li>• To conform to the progress related pay requirements of the School's Pay Policy;</li> <li>• To maintain an up to date Professional Development Portfolio;</li> <li>• To engage with and contribute to Subject/Faculty professional development activity;</li> <li>• To work as a member of a designated team and to contribute positively to effective working relationships within the School.</li> </ul>

Quality Improvement:
<ul style="list-style-type: none"> <li>• To continually self-evaluate the performance of the Faculty;</li> <li>• To lead and co-ordinate rigorous self-evaluation procedures for subjects and for the Faculty as a whole as directed by the SLT;</li> <li>• To represent the Faculty through the Governors' Quality Improvement Process;</li> <li>• To produce and implement a Quality Improvement Plan for the Faculty in response to self-evaluation data and in support of the School's Quality Improvement Plan actions and objectives;</li> <li>• To regularly update the Faculty Quality Improvement Plan in response to emerging issues of student progress and attainment.</li> </ul>

Other Duties:
<ul style="list-style-type: none"> <li>• To be a Group Tutor to an assigned group of students;</li> <li>• To promote the School's culture and ethos and provide a positive role model for students;</li> <li>• To be aware of and work in accordance with the School's Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;</li> <li>• To promote the general progress and well-being of individual students and of the Tutor Group as a whole;</li> <li>• To register the students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life;</li> <li>• To evaluate and monitor the progress of students and keep up-to-date tutee records as may be required;</li> <li>• To contribute to the preparation of Action Plans and Progress Files and other reports;</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved;</li> <li>• To communicate as appropriate with parents of the students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff;</li> <li>• To act as a Mentor for tutees;</li> <li>• To carry out scheduled Staff supervisory duties (before and after School and break times)</li> <li>• To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);</li> <li>• To contribute to cross curricular programmes according to School policy;</li> <li>• To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above.</li> </ul>

General/Other
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.</p> <p>The School will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>

**Job Description prepared by:** Mullion School

**Date Prepared:** June 2018

# Person Specification

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**Person specification prepared by:** Mullion School

**Date:** June 2018 (reviewed April 22)

Attributes	Essential	Desirable	Recruiting Method
Relevant Experience	<ol style="list-style-type: none"> <li>1. Experience of teaching appropriate Key Stages;</li> <li>2. Evidence of making a positive contribution to a department or whole school initiative;</li> </ol>	<p>Experience of a leadership role</p> <p>Experience of innovative curriculum design</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Education and Training	<ol style="list-style-type: none"> <li>3. Qualified teacher status or recognised qualification;</li> <li>4. A degree level qualification in relevant subject;</li> <li>5. Evidence of continuing professional development;</li> </ol>	<p>Evidence of further professional study</p>	<p>Application Form</p>
Knowledge and Skills	<ol style="list-style-type: none"> <li>6. Plan and organise teaching consistently to achieve clear targets;</li> <li>7. Translate teaching and learning into effective progress and attainment;</li> <li>8. Differentiate teaching to enable all to succeed;</li> <li>9. Motivate students to achieve their best;</li> <li>10. Value the education of every student;</li> <li>11. Promote the well-being of all students;</li> <li>12. Utilise ICT in delivery of programmes;</li> <li>13. Communicate effectively (verbal, written, using ICT as appropriate);</li> </ol>	<p>Evidence of leading the successful implementation of teaching and learning strategies</p>	<p>Application Form</p> <p>References</p> <p>Selection Tasks</p> <p>Interview</p>

	<p>14. See task and plans through to completion;</p> <p>15. Be an effective team player that works collaboratively and effectively with others;</p>		
Any Additional Factors	<p>16. Adopt a reflective approach towards professional decision making;</p> <p>17. A desire to facilitate achievement;</p> <p>18. A sense of responsibility for both the students and your own performance;</p> <p>19. An approachable disposition;</p> <p>20. Energy and enthusiasm;</p> <p>21. A desire to continue your own learning and development as a teacher;</p> <p>22. Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>➤ Co-operative values;</li> <li>➤ promoting the School and the MAT's vision and ethos;</li> <li>➤ high quality, stimulating learning environment;</li> <li>➤ relating positively to and showing respect for all members of the school and wider community;</li> <li>➤ ongoing relevant professional self-development;</li> <li>➤ Safeguarding and child protection.</li> </ul>		<p>Interview</p> <p>Selection Tasks</p> <p>References</p>

**Self Help    Self Responsibility    Equity    Equality    Democracy**  
**Solidarity    Social Responsibility    Honesty    Openness    Caring for Others**