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## Job Description for Head of Faculty – Business and ICT

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**Responsible to:** Headteacher

**Based at:** Brinsworth Academy

### OVERALL PURPOSE OF THE POST

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An effective professional who can be a role model for students and staff within the faculty. Demonstrating excellent classroom practice, thorough subject & curriculum knowledge, the ability to assess and intervene effectively and will take responsibility for personal and departmental professional development.

### MAIN DUTIES

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#### Leadership

- Lead learning within the Business and ICT team.
- Monitor, manage and develop the quality of teaching and learning in the department, in line with the whole school priorities, to maximise student progress.
- Monitor, support and evaluate the deployment of resources, including staffing.
- Develop, co-ordinate, monitor and evaluate strategic planning within Business and ICT in order to improve standards in the subjects.
- Manage the team in terms of curriculum design, assessment, recording and reporting and support for positive behaviour.
- Design, implement and evaluate communication systems for the Business and ICT team including subject meetings and communication with all stakeholders.
- ensuring policies relating to student rewards and behaviour management are implemented to secure a well-ordered and disciplined environment.
- Evaluating own teaching critically to improve effectiveness.
- Ensuring the effective and efficient deployment of classroom support.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover.

#### Teaching, Learning and Curriculum

- Model the key elements of effective teaching as laid out in the Brinsworth Academy TLE model.
- Be accountable for sustained improvement of T&L within Business and ICT across all key stages
- Actively monitor the quality of teaching & learning in the team.
- Lead the development, evaluation and improvement of schemes of learning to ensure valuable and effective classroom experiences for students.
- Ensure the curriculum model provides effective opportunities for students to realise their potential and be successful.
- Actively monitor student progress through effective assessment, monitoring & intervention procedures.

#### Staff Development

- Establish and lead department training and development as appropriate.
- Participate in and engage with whole school CPD and contribute to staff coaching as required.
- Support development and training needs for members of the Business and ICT team as required.

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

- Act as an appraiser and ensure that objectives set are rigorous.
- Review teacher performance through QA, holding colleagues to account, in line with the trust appraisal policy.

### **Other Professional Responsibilities**

- Contribute to the development of, review and evaluation of the department quality improvement plan;
- have a working knowledge of teachers' professional duties, teacher standards and legal liabilities;
- operate, at all times, within the stated policies and practices of the academy, in particular safeguarding responsibilities;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and students;
- contribute to the corporate life of the academy through effective participation in meetings and systems necessary to coordinate the management of the academy;
- take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and events with partner schools;
- take responsibility for own professional development and duties in relation to academy policies and practices including health & safety policies;
- liaise effectively with parents.
- Be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

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## Person Specification for Head of Faculty – Business and ICT

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Strong teaching ability with good/outstanding outcomes.</li> <li>• Use of a variety of teaching strategies and approaches to challenge students.</li> <li>• Assessment driven planning to maximise progress.</li> <li>• Responsibility within a school.</li> <li>• Commitment to personal development and development of others.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent in an appropriate subject.</li> <li>• Qualified Teacher Status.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of the curriculum area.</li> <li>• High expectations that motivate and challenge students.</li> <li>• Deep understanding of assessment and data analysis.</li> <li>• Strong understanding of national performance measures.</li> <li>• Principles that promote positive relationships and an excellent climate for learning.</li> <li>• Outstanding classroom teacher with an ability to motivate and engage students of all abilities.</li> <li>• Strong moral purpose and drive for improvement.</li> <li>• Genuine passion and belief in the potential of every student.</li> <li>• Ability to develop learning resources and contribute to department schemes of work.</li> <li>• Effective and systematic behaviour management to promote positive relationships.</li> <li>• Good communication, planning and organisation skills with a strong attention to detail.</li> <li>• Sensitive to the varying needs of young people and individuals.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm, flair, energy and imagination.</li> <li>• Strong educational principles based on inclusion and equality.</li> <li>• Demonstrate resilience, motivation and commitment to raising standards.</li> <li>• High level of emotional intelligence, honesty and integrity.</li> <li>• Excellent communication skills.</li> </ul>

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<p><b>Additional Factors</b></p>	<ul style="list-style-type: none"> <li>• Willingness to be involved in the full life of the academy including extra-curricular activities.</li> <li>• Good health and attendance record.</li> <li>• A commitment to the safeguarding and welfare of students</li> </ul>
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