Head of Faculty

Job Description

Purpose of the job

To lead learning and to act as a model of good professional practice within the faculty.

Reporting to

Senior Leader

Main responsibilities in relation to the faculty:

- To lead teaching and learning, demonstrating best practice and supporting colleagues to deliver aspirational and engaging lessons.
- To provide a well-planned, challenging and purposeful learning environment for students.
- To lead curriculum development work, including the implementation of course outlines, syllabi and schemes of work.
- To monitor, challenge and support the work of faculty staff (including support staff) through the quality assurance Cycle.
- To ensure that data is used effectively to secure strong progress across the faculty.
- To ensure effective development of students' literacy, numeracy and information technology skills throughout the curriculum.
- To ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- To monitor the use of the Behaviour for Learning Policy to ensure that staff are consistent and effective in their use of the policy.
- To lead the assessment, monitoring, recording and reporting on student achievement in line with Academy policy, including reports and attending parents' meetings.
- To assist in the identification of student special educational needs, and support the work of the SEND Team, including participation in the writing and review of individual education plans.
- To work with the SENDCO and other staff with special educational needs expertise, to ensure that individual education plans are used by teaching staff to set subject-specific targets and match work well to students' needs.
- To manage the budget and resources, effectively establishing staff and resource needs for the subject ensuring value for money.
- To provide timetable information to the Timetable Lead and liaise with him to ensure the best use of subject and other expertise.
- Within the context of the Academy's aims and policies, to develop and implement faculty policies, plans, targets and practices.
- To support the Directorate in the running of the Academy and be a penultimate member of the Leadership Team.
- To ensure that the faculty meets the requirements of the examination boards with respect to syllabus, moderation and marking.
- To liaise with HR on faculty vacancies and subsequent appointment procedures.

- To lead faculty meetings.
- To prepare for and participate actively in meetings of the Leadership Team.
- To actively support and participate in the museum learning programme.
- To participate in and support the staff development policy.
- To be familiar with the requirements of the H&S Policy, Codes of Practices, Risk Assessments and other safety related documentation relevant to the role.
- To lead the production of the Faculty Improvement Plan as part of the Academy Improvement Plan, including consideration of staff development and training implications.
- To lead the production of a faculty Self-Evaluation Form and update it termly.
- To undertake other duties as reasonably required by the Headteacher.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust;
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by;
    - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
    - Promoting and safeguarding students' wellbeing;
    - Showing tolerance of, and respect for, the rights of others;
    - Promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Understand, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to health & safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

	Qualifications and experience	Essential	Desirable
1	QTS, Degree or equivalent teaching qualification	✓	
2	A first-class teacher with at least 3 years successful teaching experience (all ability, 11-18 age range)	✓	
3	Proven track record in raising standards of student achievement	✓	
4	Experience of managing student behaviour	✓	
5	Performance review and self-evaluation processes	✓	
6	CPD Training Courses		✓
7	Experience of leading/managing a staff team		✓
8	Experience of managing a delegated budget		✓
9	Experience of constructive communication with parents and governors		✓
10	Leading/managing a whole Academy initiative/whole school change		✓
	Professional Knowledge & Understanding	**Essential**	**Desirable**
11	Effective practice and approaches to Teaching and Learning and supporting colleagues in this	✓	
12	Current educational trends and thinking	✓	
13	How to use data and information to effect improvement	✓	
14	The use of ICT as a teaching and learning tool		✓
15	How to lead change		✓
16	Ofsted framework for school inspection/self-evaluation		✓
	Personal Qualities and Skills	**Essential**	**Desirable**
17	Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors	✓	
18	Has the ability to think strategically with imagination, vision and originality	✓	
19	Is reflective, self-critical and open	✓	
20	Is self-confident, motivated and ambitious	✓	
21	Has passion and believes that every student can succeed	✓	
22	Is an effective communicator and presenter	✓	
23	Can plan, organise and delegate effectively	✓	
24	Possess excellent interpersonal skills	✓	
25	Can Make tough decisions	✓	
26	Has sound judgement, especially when working under pressure	✓	

Last review date: March 2023