

Head of Faculty Job Description

The duties outlined are in addition to those covered by the School Teachers' Pay and Conditions Document 2013 (adopted by the Academy).

Salary Allowance:	TLR 2a
Reporting to:	Member of Leadership Team and Headteacher
Responsible for:	Teaching staff and other relevant personnel within the faculty.
Liaising with:	Head/Deputies, other Heads of faculty and subject coordinators and other relevant services, school staff and parents.

Purpose:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document
- Meet the expectation set out in the Teachers' Standards
- Take specific responsibility and accountability for the day-to-day management and organisation of their Faculty
- Assist in the smooth running of the school at all times
- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for pupil progress and development within the faculty areas.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- To be accountable for leading, managing and developing the faculty.
- To manage and deploy teaching/support staff and physical resources within the department effectively to support the faculty's development plan.

MAIN DUTIES

Operational/ Strategic Planning

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Collaborate with others on curriculum and student development to secure co-ordinated outcomes
- Develop plans for the subject which identify clear targets, timescales and success for its development and incorporate into the departments' performance management targets.
- Oversee day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

- Ensure teaching and learning within your faculty is aligned with school ethos, identifying any procedural issues and providing workable solutions
- Lead by example, with the highest professional and personal standards and classroom management
- Provide leadership within your faculty and ensure whole school values are represented and understood
- To actively monitor and follow up pupil progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- In conjunction with the school's ICT Team, foster and oversee the application of ICT in the faculty.
- Hold regular departmental meetings, keeping staff up to date with decisions and proposals and to seek departmental views.
- Oversee extra-curricular activities within the faculty and whole school.

Teaching and Learning responsibility

- Use professional skills and judgments to provide strategic and practical leadership in the Faculty
- Lead, manage and develop their Faculty, and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve standards within their Faculty across the school, with demonstrable changes for pupils outside of their own classroom or groups of students
- Provide strategic subject leadership, showing up-to-date knowledge of sector trends and developments
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, ensuring a comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation and providing data to the headteacher or others as required
- To lead the staff within the faculty, providing feedback and additional support as needed
- To initiate and where appropriate, organise curricular, extra -curricular and educational enhancement activities related to the subject.

Management of Staff and Resources:

- Direct and supervise support staff assigned to them, where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them
- To manage the available resources of staff, space and equipment efficiently within the limits, guidelines and procedures laid down.
- To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the faculty's support staff.
- To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated faculty.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty, liaising with the deputy head, (Teaching and Learning) and relevant staff to secure appropriate cover for absence.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.

- To participate in the school's ICT programme.
- To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.
- To work with the Deputy Head in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed

Quality Assurance:

- To establish the process of the setting of targets within the faculty and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To seek/implement modification and improvement where required.
- To ensure that the faculty's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To analyse and evaluate, with the faculty, performance data provided and take appropriate action in response.

Communications:

- To ensure that all members of the faculty are familiar with departmental aims and objectives within the framework of the School Development Plan.
- To disseminate information from meetings of the faculty.
- To ensure effective communication/consultation as appropriate with students, parents and carers.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events.

Pastoral System:

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To monitor and support the overall progress and development of pupils within the department.
- To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to cross-curricular issues according to school policy.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- Take part in further training and development in order to improve own teaching
- To undertake any other duty as specified by the school management not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

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.

Last review date: *18 May 2023*

Next review date:

Postholder's signature: _____

Date: _____

Head of Faculty – Person Specification

Job Title	Head of Faculty	
	Essential	Desirable
Qualifications and training		
Qualified Teacher Status	✓	
Degree		✓
Evidence of professional development relevant to this role	✓	
Experience		
Successful teaching experience in either primary or secondary education	✓	
Experience of working with people with Special Educational Needs		✓
Skills and knowledge		
Good knowledge of legislation and guidance on curriculum requirements	✓	
Outstanding classroom practice, constantly showing a positive and resilient approach to students and staff	✓	
Knowledge of effective teaching and learning strategies	✓	
A good understanding of how children learn	✓	
Ability to adapt teaching to meet student needs	✓	
Ability to build effective working relationships with students	✓	
Knowledge of guidance and requirements around safeguarding children	✓	
Knowledge of effective behaviour management strategies	✓	
Good ICT skills, including previous use of SIMS, Classroom Monitor, CPOMS, Microsoft Office Suite	✓	
Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the curriculum area you teach	✓	
Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum		✓
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		✓
Personal qualities		
High Expectations for all students and belief in bringing out the best in all	✓	
Commitment to upholding and promoting the ethos and values of the school	✓	
Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding students' well-being and equality	✓	