



Head of Faculty (STEM) Job Description

Salary: Leadership pay scale 2-5 £43,463-£46,794

The professional duties of all teachers are set out in the STPCD and describe the duties required of all leadership posts. In addition, the requirements of the post of Head of Faculty at Bohunt Horsham have been set out below. These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the postholder and in accordance with the postholder's strengths and the strategic development needs of the school.

Our vision: To ensure that all children at Bohunt Horsham will **enjoy** learning, they will build memories and develop a love of learning that lasts a lifetime, they will develop a secure foundation of **respect** for themselves, respect for others and respect for the world around them and they will **achieve** exceptional outcomes both academically and personally.

Key values:

- Passion for education: we believe schools have the power to change outcomes, have a huge impact on young people's lives and on the wider community
- Positivity: we have a responsibility to be positive and supportive of each other.
- Aspiration: not just for our students but for ourselves, all members of our staff aim for excellence in their roles and will support each other to achieve their goals.
- Dedication: we are prepared to go the extra mile to provide the best possible education for our students.

Job purpose:

- To provide professional leadership and management for the faculty to ensure consistently high-quality teaching and learning, effective use of resources, effective coaching and mentoring and high standards of attainment and progress for our students.
- To coordinate and implement self-evaluation across the faculty and be responsible for the attainment and attitude to learning of all students in the faculty.
- To contribute to the wider development of the school and actively promote excellence and innovation in teaching and learning on a whole school level.

Strategic direction:

- To establish a clear vision and objectives for the faculty that are in line with those of the school and trust.
- To provide strategic leadership with effective communication and consistency across curriculum areas.
- To lead the faculty as they embark upon new courses and ensure high quality provision within the faculty.
- To participate in whole school planning and policy making.
- To take on whole school responsibilities as and when required.
- To develop and review policy and practice in consultation with all members of the faculty.
- To create and implement a faculty improvement plan.
- To participate in a network of school leaders within Bohunt Horsham and across the Bohunt Education Trust with the aim of enhancing the quality of teaching and learning across the whole school and improving students' progress.
- To lead the faculty's work on self-evaluation and facilitate monitoring activities that will accurately inform this.
- To develop links with the wider community.

Ensure exceptional outcomes for students:

- To lead and manage (including through appropriate delegation) activities relating to continuous improvement that arise from evaluation of performance and pastoral data within the faculty and to be accountable for the impacts of these improvements.
- To raise standards of student attainment and achievement within the faculty and ensuring the highest standards.
- To support faculty staff in using available data to identify students who are underachieving or at risk of underachieving and implement and monitor the impact of robust measures to address this.
- To coordinate intervention across the faculty to ensure students are making excellent progress.
- To keep up to date with developments in educational research and pedagogy and how they can be applied to learning in the faculty.
- To develop appropriate strategies to target the achievement and progress made by high attainers, disadvantaged, SEN and EAL students.
- To contribute to school planning with specific reference to the subject needs of the curriculum and ensure the effective allocation of the faculty's resources.
- To devise a series of enrichment opportunities within the faculty to enhance the students' experience of the curriculum.
- To celebrate and promote success within the faculty at every opportunity and implement and monitor the whole school rewards policy.

Leading, developing and enhancing the teaching practice of others:

- To set high expectations for all staff working in the faculty and support collective and individual staff development.
- To oversee the implementation of the school's learning and teaching policy and to contribute to this at a whole school level.
- To oversee the implementation of the school's care and guidance Policy and to contribute to this at a whole school level.
- To lead inset to colleagues within the faculty and across the whole school as required
- To participate in the school's performance management review cycle as required.
- To support the school's NQT and professional development programme.
- To monitor the effectiveness of learning and teaching including lesson observation, learning walks, work scrutiny; providing support and challenge as appropriate to implement strategies for further improvement as a result of these observations.
- To line manage team members, including performance management and professional development, and capacity enhancing activities.
- To lead, build and work within subjects and create, maintain and enhance effective relationships to ensure a strong and committed team.
- To promote a creative and collaborative working environment.
- To support colleagues with behaviour management and to make the connections with behaviour for learning and classroom pedagogy.
- To ensure all staff are aware of their responsibilities for safeguarding students who attend Bohunt Horsham.
- To line manage the science technicians and work closely with the site team to ensure health and safety standards are met/exceeded at all times.

Other responsibilities:

- To lead assemblies as required.
- To participate in a duty rota.
- To work effectively with parents and the wider community.
- To carry out other duties as directed by the headteacher.

Responsible to:	Assistant Headteacher
Salary/Grade:	Leadership 2-5