

JOB DESCRIPTION: Head of Faculty

Job Title/Post: Head of Faculty

Salary:

Responsible to: SLT Line Manager & Headteacher

Job Purpose:

As the Head of Faculty, you will lead and manage a team of dedicated teachers across a group of subjects, ensuring that high-quality teaching and learning are delivered across your faculty. You will play a key role in shaping the curriculum and driving improvements in student outcomes. The role requires strong leadership, excellent communication skills, and a passion for education.

Key Responsibilities:

- **Strategic Leadership:** Developing and implementing policies, procedures, and action plans to enhance teaching and learning within the faculty.
- **Subject Leadership:** Lead and manage your specialist subject(s).
- **Budget & Resources Management:** manage the faculty budget in adherence to the Academies' Financial Handbook and ensure that resources are allocated appropriately and fairly
- **Curriculum Development:** Ensuring the curriculum is well-sequenced, inclusive, and aligned with national standards, while promoting British values and students' holistic development. Lead on curriculum development, delegating responsibility where appropriate.
- **Staff Development:** Supporting and appraising faculty members, fostering professional growth and leadership development, and ensuring effective deployment of resources.
- **Student Achievement:** Monitoring and improving student progress, attainment, and behaviour within the faculty.
- **Inclusion:** Ensure that the needs of all students are met, and they are able to make appropriate progress within the faculty.
- **Behaviour Management:** Support and develop colleagues in the faculty with behaviour management according to the expectations, policies and procedures of the school.
- **Collaboration:** Working with senior leadership, other faculties, particularly SEND, and external stakeholders to align faculty goals with whole-school priorities.
- **Whole School Leadership Responsibilities:** Contribute to SLT meetings on a termly rota, report to Governors at least once a year on faculty development & student progress, and carry out one lunchtime duty per week

You are required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay and Conditions Document

These duties & responsibilities are not exhaustive and you are required to carry out such professional duties as outlined in the STPCD which the Headteacher may reasonably ask you to undertake.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for the role
Experience	<ul style="list-style-type: none"> • Successful teaching experience. • Experience in a leadership or management role within a school setting. • Involvement in self-evaluation and development planning • Line-management experience • Effective leadership skills and strategies • Working with external agencies • Clear understanding of the school's safeguarding procedures
Skills and knowledge	<ul style="list-style-type: none"> • Strong knowledge of curriculum requirements and legislation • Understanding of Quality First teaching & learning, and the ability to model this for others and support others to improve • Have a clear understanding of the needs of all pupils, including those from vulnerable groups. • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • An understanding of the Ofsted Framework. • An ability to communicate with and build effective relationships with a variety of stakeholders including pupils, staff, parents, governors, the community and external agencies. • Budget management
Personal qualities	<ul style="list-style-type: none"> • A commitment to securing the best outcomes for all pupils and promoting the distinct ethos and values of William Farr School • Ability to develop a clear strategic vision and direction for areas of responsibility and translate this into practical policies and practice • An ability to think of creative solutions to problems • Resilience, an ability to work under pressure and prioritise effectively • Commitment to always maintaining confidentiality • Commitment to safeguarding, inclusion and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Commitment to upholding and promoting the ethos and values of the school. • A commitment to involvement in the wider life of the school.

Notes:

This job description may be amended at any time in consultation with the postholder.