

## **JOB DESCRIPTION – HEAD OF FACULTY (ECH + STEM)**

<b>Title and Grade of Post</b>	<b>Head of Faculty TLR 2b + SEN Allowance</b>
<b>Purpose of the Job</b>	<p>To work with the Headteacher and the SLT as part of the Wider Leadership Team of the school:</p> <ul style="list-style-type: none"> <li>● To assume a role as a leader within the school, inspiring, motivating, challenging and supporting colleagues, partners and pupils.</li> <li>● To take responsibility for all aspects of progress and attainment within the faculty.</li> <li>● To work with the staff within the faculty to ensure that both the learning and welfare needs of all students are met by all staff within the faculty.</li> <li>● To liaise with SLT to help set the strategic direction of the school and to ensure that the strategic direction is communicated effectively to all staff within the faculty.</li> <li>● To act as a link between SLT and the staff within the faculty, promoting a culture of teamwork and collaboration.</li> </ul>
<b>Applicable Contract Terms and Duties</b>	<p>This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. This post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.</p>
<b>Responsible to:</b>	<p>This postholder is responsible to the Headteacher in all matters through the line managing Senior Leader.</p>
<b>Responsible for:</b>	<p>To own and implement the vision of the school by demonstrating:</p> <ul style="list-style-type: none"> <li>● Full understanding of the distinctive mission of the school.</li> <li>● Personal philosophy of education in line with that of the school.</li> <li>● Commitment to the aims of the school.</li> <li>● Upholding, modelling and promoting the highest standards of safeguarding at all times.</li> <li>● Promoting the highest possible standards of behaviour and attendance within the faculty.</li> <li>● Excellent teaching, articulating and modelling high expectations in a culture of challenge and support, motivating, inspiring and supporting staff and pupils as a school leader.</li> <li>● Ensuring that the needs of all students, but particularly Disadvantaged Pupils are considered by all staff within the faculty and that those needs are met wherever possible.</li> <li>● Commitment to leadership and management through attendance at Staff meetings, faculty team meetings and INSET as required.</li> <li>● Preparation and delivery of reports to a variety of stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>● Demonstrating a collaborative and mutually-respectful approach at all times and when communicating with staff at all levels.</li> <li>● Showing loyalty to the school by taking the role of a representative of the school’s Senior Leadership Team at all times, always presenting a united front to the rest of the staff body, and always passing on concerns/issues raised by other members of staff and wider school community to the Headteacher - except if those issues represent a whistleblowing claim against the Headteacher.</li> </ul>
<p>Particular Responsibilities:</p>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>● To monitor and evaluate information on the progress and attainment of students within the faculty and ensure appropriate interventions are in place where necessary.</li> <li>● To monitor and evaluate information on attendance to lessons within the faculty and ensure appropriate interventions are in place where necessary.</li> <li>● To take responsibility for the support and guidance of teachers within the faculty, ensuring accountability for professional development, student achievement and student welfare.</li> <li>● To ensure that all staff members within the faculty uphold the highest standards of safeguarding at all times.</li> <li>● To lead faculty meetings.</li> <li>● To keep up to date with national and local developments within the subjects of the faculty and to review courses, as appropriate, to ensure that students have access to the most appropriate course(s) in all subjects within the faculty.</li> <li>● To support the AHT for Curriculum on all aspects of curriculum development within the faculty, in line with the vision and aims of the whole school.</li> <li>● Lead, within the faculty, on any aspect of the SIDP that is applicable to the faculty.</li> <li>● Ensure that health and safety policies and practices, including risk assessments, throughout the faculty are in-line with national requirements and are updated where necessary.</li> <li>● Represent the faculty’s views and interests at leadership meetings and, if relevant, with other stakeholders, e.g. governors, parents, local schools etc.</li> <li>● Lead on the appropriate deployment of teaching assistants within the faculty, including responding to daily changes due to absence, and lead on the identification of any training needs for the faculty’s teaching assistants.</li> </ul> <p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>● Lead the staff within the faculty on identifying their professional development needs.</li> <li>● Work alongside staff within the faculty to ensure that they are accessing the resources and support required to meet their individual professional development needs.</li> </ul>

	<p><b>Staff Appraisal:</b></p> <ul style="list-style-type: none"> <li>● Work with the AHT for curriculum to take a leading role on the Quality Assurance processes for the faculty, including learning walks, work scrutinies, lesson observations etc. as required.</li> <li>● Lead the staff within the faculty on ensuring that the Teachers/TA standards are met at all times, identifying relevant additional training needs that may be required.</li> <li>● Work closely with the AHT for Curriculum on the design, monitoring and evaluation of support plans for relevant staff within the faculty, as identified through the appraisal processes.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>● To be accountable for standards of teaching and learning through ensuring high standards of progress, achievement, assessment, reporting and recording within the faculty.</li> <li>● To support the further development of good and outstanding teaching and learning through teacher coaching and modelling best practice.</li> <li>● To work closely with the SEN team to ensure that all students' individual academic needs are met.</li> </ul> <p><b>Use of Data</b></p> <ul style="list-style-type: none"> <li>● To be responsible for the use of progress data to ensure that students make good to outstanding progress within the faculty, commensurate with their ability and health.</li> <li>● To respond to information provided by SLT pertaining to attendance, progress and attainment of pupils for all subjects within the faculty, by engaging with teachers and teaching assistants within the faculty as appropriate.</li> <li>● To work closely with the AHT for Curriculum to analyse relevant data and lead on the identification and implementation of appropriate interventions and review their impact.</li> <li>● To adhere to school policies regarding the collection and sharing of data, in line with GDPR guidelines.</li> </ul>
<p>Tasks common to all teachers</p>	<ol style="list-style-type: none"> <li>1. Teach, according to their educational needs, all students in allocated classes.</li> <li>2. Plan and deliver schemes of work and develop resources including additional support materials.</li> <li>3. Be responsible for the assessment, recording and reporting of student progress, consistently reflecting the content of the whole school policy and National Curriculum programmes of study.</li> <li>4. Track student progress and use information to inform planning of teaching and learning.</li> <li>5. Monitor and review student performance against targets.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Be involved in the development of cross-curricular initiatives within the whole school curriculum.</li> <li>7. Maintain appropriate records and involve students in-line with school policies and procedures.</li> <li>8. Provide relevant, accurate, and up-to-date information on students, as required by the school.</li> <li>9. Moderate assessments of student progress and achievement across the department.</li> <li>10. Take part in open days/parents evenings/review days (within directed time).</li> <li>11. Mark class attendance registers using resilience grades.</li> <li>12. Make use of and store books and resources appropriately.</li> <li>13. Maintain positive professional relationships with students and ensure students are engaged with their learning.</li> <li>14. Promote equal opportunities within the school and to seek to ensure the implementation of the school’s Equal Opportunities Policy.</li> <li>15. Develop students’ cross-curricular skills.</li> <li>16. Liaise with pastoral teams, SENCO, Learning Mentors and Teaching Assistants in order to gather and report relevant information about students.</li> <li>17. Contribute to the schools’ Enrichment Programme as required.</li> <li>18. Carry out such other associated duties as are reasonably assigned by the Headteacher.</li> </ol>
<p><b>Staff Development:</b> To be committed to continued professional development through:</p>	<ol style="list-style-type: none"> <li>1. Engaging in the Professional Development Review process.</li> <li>2. Participating in Continued Professional Development in all relevant areas including subject knowledge, teaching methods, specific learning needs, data handling and analysis techniques.</li> <li>3. Staying up to date with national changes pertinent to the aforementioned roles and responsibilities, sharing all relevant information with key staff as and when necessary.</li> </ol>