

Job Specification:

HEAD OF FACULTY (TLR) Generic Job Description

Purpose of the Role:

To exercise leadership, demonstrate vision and empower others in order to deliver the agreed faculty strategy and enable students to achieve their potential, under the direction of the Headteacher.

Leadership and Management:

- To promote, support and contribute to the vision and values of the school and trust.
- Be responsible for setting and advancing the academic strategy of the faculty in line with school development plans, our strategic priorities and effectively communicating these to relevant audiences.
- To monitor the progress made in achieving department plans and targets, and evaluate their impact.
- Be accountable for the direction, achievement, resources and outcomes of the faculty.
- Undertake quality assurance activities for core aspects such as data scrutiny, teaching and learning, marking and feedback, and assessment. Use school, local and national comparators to benchmark performance.
- To have a secure knowledge of attainment and progress within the faculty as a whole, and implement strategies to raise student attainment. Identify, review and evaluate the effectiveness of intervention strategies.
- To promote and lead the development of an environment and culture which supports and develops learning and progress.
- To maintain efficient and effective resource management of both staff deployment and budgets within the faculty.
- Participate in leadership activities to enhance provision both within own faculty and wider areas for the overall development of the school.
- To oversee and manage the effectiveness of all staff members within the department in meeting the requirements of their role, the vision and values of the school and trust and their respective professional standards.
- To pro-actively lead the appraisal of others and provide effective advice and training.
- To coordinate the work of subject areas within the faculty so that there is a shared understanding of school and trust policies and procedures, schemes of learning and assessment protocols, and ensure that they are properly implemented, providing support where necessary.
- To lead and manage a process of faculty self-review which will inform the completion of the school self-evaluation and preparation of the school development plan.
- Engage as a role model with external agencies such as examination boards, other educational establishments or national bodies to advance own learning and develop others in order to secure better outcomes for students.

The postholder will also be a qualified Teacher, therefore, this job brief should be read in conjunction with the job description of a Teacher within our Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school is strongly committed to the professional development of its entire staff and there is a well-structured programme in place.

Requirements for the post:

Qualifications/Training	Essential	Desirable
Specialist Leader in Education		✓
NPQML or equivalent		✓

Professional Development	Essential	Desirable
Evidence of recent and appropriate involvement in professional development of leadership and management skills	✓	

Experience	Essential	Desirable
Planning, implementing and quality assuring processes across a team for raising educational standards, including target setting, marking and assessment	✓	
Completing appraisals and identifying areas for continuous professional development	✓	
Leading and motivating team members to support high standards of performance	✓	
Undertaking quality assurance of team members performance and implementing strategies for supportive action		✓
Mentoring or coaching team members to achieve success	✓	
Managing resources and budgets	✓	
Develop or identify new resources, and implement change which leads to improved outcomes		✓
Engagement with Governors, through projects or faculty link activities		✓
Teaching practice at more than one school		✓

Skills and Knowledge	Essential	Desirable
A breadth of subject knowledge across the faculty areas	✓	
Understanding and assessing data to determine team performance and identify areas for improvement, stretch or challenge	✓	
Delivery of continuous professional development to a group or team	✓	
Implementing strategies which support team members to achieve and exceed expectations	✓	
Ability to proactively support team members address an aspect of underperformance should it occur	✓	
Ability to harness and disseminate aspects of good practice	✓	

Character and Attitude	Essential	Desirable
Role model with confidence to constructively challenge	✓	
An enthusiastic approach which develops a shared understanding of the contribution subjects can make to wider student life	✓	
Ability to inspire and motivate team members	✓	
A dynamic individual with a team orientated approach	✓	
Ability to articulate policy into practice	✓	
Desire to engage and share knowledge and ideas across the family of schools within our Trust	✓	