

**JOB DESCRIPTION**

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| **1.** | **INTRODUCTION** | | |
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| **1.1** | **NAME OF POST HOLDER:** | | |
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| **1.2** | **Post Title:** | HEAD OF FACULTY | |
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| **1.3** | **Post Purpose:**  **Core Purpose:** | To oversee the organisation and accountability of the faculty within the Academy, specifically to achieve the best outcomes for all students. | |
|  | a)  b)  c)  d)  e)  f)  g)  h) | Under the reasonable direction of the Executive Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).  To raise standards of student attainment and achievement within the subject area and to monitor and support student progress.  To be accountable for student progress and development within the subject area.  To develop and enhance the teaching practice of others.  To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the academy and the curricular policies.  To be accountable for leading, managing and developing the subject/curriculum area.  To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty.  To liaise with the Deputy Head (Teaching & Learning) with regard to curriculum developments. | |
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| **1.4** | **Reporting to:** | Deputy Head Teaching & Learning | |
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| **1.5** | **Responsible for:** | Teaching staff and other specified personnel within the faculty. | |
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| **1.6** | **Liaising with:** | Head of Academy/Leadership Team, other Heads of Faculty, Student Support Services and relevant staff with cross-academy/federation responsibilities, relevant support staff, LEA representatives, external agencies and parents/carers. | |
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| **1.7** | **Working Time:** | Full time as specified within the STPCD | |
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| **1.8** | **Salary/Grade:** | Classroom Teachers' Pay Scale plus TLR in line with Academy Policy | |
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| **1.9** | **Disclosure level** | Enhanced | |

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| **2.** | **TEACHING** |
| **2.1**  **2.2**  **2.3**  **2.4**  **2.5**  **2.6**  **2.7**  **2.8**  **2.9**  **2.10**  **2.11**  **2.12** | To teach students according to their educational needs, including the setting and marking of work to be carried out by the student at the Academy and elsewhere.  To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.  To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.  To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.  To undertake a designated programme of teaching.  To ensure a high quality learning experience for students which meets internal and external quality standards.  To prepare and update subject materials.  To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.  To maintain discipline in accordance with Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.  To undertake assessment of students as requested by external examination bodies, faculty and academy procedures.  To be fully conversant with exam board requirements for the invigilation arrangements for all types of external assessments including controlled assessments and online testing.  To mark, grade and give written/verbal and diagnostic feedback as required. |
| **3.** | **OPERATIONAL/ STRATEGIC PLANNING:** |
| **3.1**  **3.2**  **3.3**  **3.4**  **3.5**  **3.6**  **3.7**  **3.8** | To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.  To be responsible for ensuring all staff involved in any form of external assessments are fully aware of exam board requirements.  To be responsible for the day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources.  To monitor actively and follow up student progress.  To implement academy policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.  To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy.  To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area, AAP/FAP and the aims and objectives of the academy.  In conjunction with the Teacher i/c ICT, to foster and oversee the application of ICT in the faculty.  To 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, therefore liaising with the academy’s Health and Safety Manager. |
| **4.** | **CURRICULUM PROVISION:** |
| **4.1**  **4.2** | To liaise with the Deputy Head Teaching & Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Milestone Action Plan and Academy Evaluation.  To be accountable for the development and delivery ofthesubject specialism. |
| **5.** | **CURRICULUM DEVELOPMENT:** |
| **5.1**  **5.2**  **5.3**  **5.4**  **5.5** | To lead curriculum development for the whole faculty.  To keep up to date with national developments in the subject area and teaching practice and methodology and share with colleagues.  To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.  To liaise with the Deputy Head Teaching & Learning to maintain accreditation and compliance with the relevant examination and validating bodies.  To ensure that the development of the subject is in line with national developments. |

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| **6.** | **STAFFING:** |
| **6.1**  **6.2**  **6.3**  **6.4**  **6.5**  **6.6**  **6.7**  **6.8**  **6.9**  **6.10** | To work with the Assistant Head, Professional Development to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.  To continue own professional development as agreed with Deputy Head (Teaching and Learning)  To be responsible for the efficient and effective deployment of any technician/support staff.  To undertake Appraisal Review(s) 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 Cover Supervisor/relevant staff to secure appropriate cover within the faculty.  To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.  To promote teamwork and to motivate staff to ensure effective working relations.  To participate in the academy’s NQT / GTP programmes as required.  To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.  To fulfil a teaching commitment commensurate with FTE as a classroom teacher with management responsibility or:   * floating teacher (in- built academy cover for absent colleagues) * in class teacher support * 1 to 1 / small group teaching   *(note: staff are deployed FTS periods as indicated on their timetables when they are under the academy’s teaching, management or leadership allocation of 88%. Teachers at the academy are provided with 12% guaranteed PPA as opposed to the 10% National requirement).* |
| **7.** | **QUALITY ASSURANCE** |
| **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7**  **7.8** | To ensure the effective operation of quality control systems.  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 faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.  To contribute to the academy’s procedures for lesson observation.  To implement academy quality procedures and to ensure adherence to those within the faculty.  To monitor and evaluate the curriculum area/faculty in line with agreed academy procedures including evaluation against quality standards and performance criteria.  To seek/implement modification and improvement where required.  To ensure that the faculty’s quality procedures meet the requirements of Self Evaluation and the Academy Milestones Action Plan. |
| **8.** | **MANAGEMENT INFORMATION:** |
| **8.1**  **8.2**  **8.3**  **8.4**  **8.5**  **8.6**  **8.7** | To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information systems  .  To lead on and make use of analysis and evaluate performance data provided.  To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.  To produce reports within the quality assurance cycle for the faculty.  To produce reports on examination performance, including the use of value-added data.  In conjunction with the Deputy Headteacher (Attainment & Achievement) to manage the faculty’s collection of data.  To provide the Governing Body with relevant information relating to faculty performance and development. |
| **9.** | **COMMUNICATIONS & LIAISON:** |
| **9.1**  **9.2**  **9.3**  **9.4**  **9.5**  **9.6** | To ensure that all members of the faculty are familiar with its aims and objectives.  To ensure effective communication/consultation as appropriate with the parents/carers of students.  To liaise with partner schools, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies.  To represent the faculty’s views and interests.  To contribute to the planning and delivery of academy liaison activities.  To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in the academy, partner schools and the wider community. |

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| **10.** | **MANAGEMENT OF RESOURCES:** |
| **10.1**  **10.2** | To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.  To work with the Senior Deputy Head in order to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and roomed. |
| **11.** | **PASTORAL SYSTEM:** |
| **11.1**  **11.2** | To liaise with the Pastoral Team to ensure the implementation of the academy’s pastoral system.  To ensure the behaviour management system is implemented in the faculty so that effective learning can take place. |
| **12.** | **ACADEMY ETHOS**: |
| **12.1**  **12.2**  **12.3**  **12.4** | To play a full part in the life of the academy community, to support its distinctive mission  and ethos and to encourage and ensure staff and students to follow this example.  Support the academy in meeting its legal requirements for worship.  Promote actively the academy’s corporate policies.  Comply with the academy's health and safety policy and undertake risk assessments as appropriate. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| **13.** | **SIGNATURES:** |
| The academy 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. | |

**Signed .......................................... Signed ......................................**

**(Teacher) (Headteacher)**

**Dated ............................................ Dated .......................................**

**(Teacher) (Headteacher)**