

## Job Description

KEY INFORMATION	
Post title:	Head of Faculty/Department
Grade:	Dependent upon role
Responsible to:	Assigned member of SLT
Responsible for:	Second in Department/Subject Leads/Teachers

OVERALL PURPOSE OF JOB
<p>Provide effective leadership and management of the faculty/department, having overall responsibility for teaching, learning and development of the subject(s).</p> <p>Ensure the highest standards of achievement and progress of the students in the faculty/department's subject(s).</p>

MAIN DUTIES AND RESPONSIBILITIES	
1	Effectively lead teaching staff and others within the faculty/department, providing a clear vision and direction to their work and identifying areas for improvement
2	Be an excellent practitioner and role model in the classroom, ensuring that the delivery of your own teaching ensures excellent student progress and outcomes
3	Monitor the quality of teaching and learning, liaising with teachers on a daily basis and offering support where needed
4	Be responsible for the delivery of an appropriately broad, balanced, relevant and differentiated curriculum for students in the subject area(s) within the faculty/department
5	Develop and review specifications, resources, schemes of work, assessment and teaching, and learning strategies
6	Actively track and monitor student attendance, progress and performance, and develop plans and strategies to raise standards of attainment and achievement
7	Develop appropriate medium and long term strategic plans for the faculty/department, including the development of a stimulating, relevant and up to date curriculum

8	Be responsible for the day to day management of staff within the faculty/department, including undertaking performance management reviews, participating in recruitment processes and ensuring effective induction of new staff
9	Identify any training needs for staff in the faculty/department, including supporting the ECT programme, and ensuring that appropriate training is designed and run to meet staff requirements
10	Make appropriate arrangements for classes when members of staff are absent, ensuring appropriate cover work is in place, and that it is suitable for continued, effective teaching and learning
11	Communicate appropriately and effectively with key stakeholders, including staff, students, parents/carers and wider professional networks
12	Ensure behaviour management policies are implemented effectively to ensure effective learning can take place
13	Act as a form tutor if required and carry out duties associated with this role
14	Participate in appropriate meetings, both internal and external, in relation to the role
15	Adhere to the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	Good honours degree in a relevant subject, or equivalent
2	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
3	<i>Further qualifications relevant to the role, for example a Master's in Education, NPQML (desirable)</i>
Experience	
1	Relevant teaching experience across the 11-16 age range
2	Excellent classroom practitioner with evidence of excellent outcomes for students
3	Experience of using a broad range of data and information to inform planning and to help improve outcomes for students
4	Experience of engaging parents and other key stakeholders
5	Line management experience, including effective delegation and coaching/developing others, and building and leading effective teams
6	Experience of subject leadership, including curriculum development
7	Experience of developing and implementing systems and policies
Skills/Knowledge/Abilities	
1	Strong and secure subject knowledge, up to and including GCSE level, and enthusiasm for your subject
2	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically
3	Awareness of and ability to use a range of teaching and learning strategies for improving the learning and achievement of all pupils
4	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
5	Ability to communicate effectively to a range of stakeholders, including pupils, staff, parents and others
6	The ability to hold others to account

7	Evidence of taking initiative, being creative and solving problems
<b>Personal Attributes</b>	
1	Strong personal and professional integrity, with resilience and ability to motivate self and others and be an excellent role model
2	Excellent personal organisation and a track record of timely delivery of tasks and projects
3	Reflective practitioner with the capacity to challenge and address areas for personal development
4	Ability to work both independently and collaboratively as a member of a team
5	A commitment to equality and diversity
<b>Safeguarding</b>	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check