



Head of Faculty Job Description

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Job details

Salary: Main scale/UPS + TLB2B

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Teaching staff and day to day management of support staff within the Faculty.

Main purpose

The teacher will:

- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Take specific responsibility and accountability for the day-to-day management across the subject in the Faculty to secure:
 - High quality teaching
 - Effective use of resources
 - Improved standards of learning and achievement for all
- To negotiate and agree priorities for the year with the appropriate line manager by the approval of a Faculty Development plan.

Duties and responsibilities

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Promote the subjects within the Faculty's remit, their importance and the value that those subjects bring across the school
- Have an understanding of how well the subjects are being delivered and the impact on student achievement.
- Use this understanding to feed into the school development plan and produce an action plan for the faculty to drive improvement
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subjects
- Consult students, parents and staff about the subjects and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum of the subjects within the faculty matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subjects and ensure that teaching and learning illustrates how the subjects within the faculty might lead to career opportunities
- Use additional staff in the subject areas to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with external parties on faculty and subject-related events, projects and activities
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Leading the Curriculum

- › Working with the Teaching and Learning Lead, develop and review regularly the vision, aims and purpose for the subject areas within the faculty, including specific projects where appropriate
- › Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- › Ensure the planned curriculum is effectively and consistently implemented across the faculty.
- › Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- › Have an overarching responsibility for students' achievement and standards in the faculty

Leading and managing staff

- › Establish an effective team and hold regular meetings as per the school calendar to keep staff informed on any developments or changes
- › Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- › Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school
- › Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- › Model excellent quality teaching
- › Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- › Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- › Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- › Contribute to timetabling and manage setting students into groups

Health, safety and discipline

- › Promote the safety and wellbeing of pupils
- › Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Efficient and effective deployment of resources

- › Efficient and effective deployment of resources
- › Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating and of high quality
- › Audit, check and manage resources to ensure they are up to date and match student and curriculum need
- › Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- › Ensure effective and proactive contribution by the Faculty members to whole-school initiatives including those to support learning of disadvantaged students, specific projects relating to students and groups of students and other activities.

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ Successful teaching experience ➤ Evidence of professional development relevant to this role
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of legislation and guidance on curriculum requirements ➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff ➤ Excellent communication and organisational skills ➤ Knowledge of effective teaching and learning strategies ➤ A good understanding of how children learn ➤ Ability to adapt teaching to meet pupils' needs ➤ Ability to build effective working relationships with pupils ➤ Knowledge of guidance and requirements around safeguarding children ➤ Knowledge of effective behaviour management strategies ➤ Good IT skills ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> ➤ High expectations for all pupils and belief in bringing out the best in all ➤ Commitment to upholding and promoting the ethos and values of the school ➤ Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to equality

Notes:

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

Last review date: June 2024

Next review date: June 2027

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
