

**Brighton Hill Community School
Job Description**

Head of Faculty

This is the generic Head of Faculty job description which is applicable to all Heads of Faculty. It should be read in conjunction with the generic main scale description within the current school Pay Policy and this is applicable to all staff, except the Headteacher.

Head of Faculty

Core Purpose

The core purpose of Subject Leaders (Head of Faculty, Second in Faculty, Head of Department) is focussed on teaching and learning. The Head of Faculty, supported by the Second in Faculty/Head of Department where appropriate, provides and articulates a clear vision for the working practices and future of the Faculty. They promote, support and develop an environment in which teachers are effective in their work, and students are motivated to learn. In so doing, therefore, subject leaders play a key role in raising standards of academic achievement and in enabling students' personal and social development.

As a member of the Middle Leadership Team, Heads of Faculty are responsible for ensuring the following, either by direct operational involvement themselves and/or the supervised delegation of responsibilities to other leaders and managers attached to the Faculty including colleagues on the Upper Pay Scale.

Staff

- To assist Headteacher with staff appointments
- Delegation of appropriate responsibilities within the subject team
- Department timetables and allocation of staff to teaching groups
- Formulation of teaching groups
- Supervision of all staff within the team
- Supervision of trainee teachers and NQTs (in association with the relevant member of SLT)
- Monitoring and evaluating the quality of teaching within the faculty
- Continuing professional development of staff within the team (in association with relevant member of SLT)
- Implementation of the Faculty Improvement Plan
- Oversight of the relevant sections of the school's Performance Management Process in relation to staff in the team, and direct responsibility as Reviewer where appropriate
- Supervision of technical and clerical assistants
- In consultation with the SENDCo, supervision and allocation of classroom based support staff
- Advice, welfare and support for staff within the team
- Communication and disseminating information to staff and the Leadership Team as appropriate

Responsibilities in relation to the work of the Faculty

- Responsibility for the Faculty's implementation of the Health and Safety policy
- Preparation of relevant section of the School Improvement Plan or current Action Plan
- Delivery of the National Curriculum
- Choice and delivery of KS4 specifications
- Planning and sequencing of the subject curricula within the Faculty
- Development, monitoring and reviewing of Schemes of Learning
- Monitoring and tracking quality of students' work, learning and progress across the Department
- Monitoring the conduct of students across the Faculty
- Monitoring the quality of marking and assessment
- Evaluation of all teaching materials purchased within the Faculty
- Monitoring the home learning policy and practice within the team
- Co-ordination of internal examinations (in association with Examinations Officer)
- Keeping abreast of curriculum developments
- Supervising supply teachers and cover supervisors deployed within the Faculty
- Monitoring the quality of the fabric of the rooms and community areas within the Faculty area
- Monitoring the quality of the cleaning and maintenance of Faculty areas (in association with Site Manager)
- Analysis of school data against LA and national statistics
- Implementation and oversight of externally provided targets based on prior learning
- Oversight of the system of monitoring student progress against agreed targets
- To lead and manage student progress review meetings as directed

Responsibilities in relation to resources

- Ensuring Best Value
- Budget planning, monitoring and administration of Department finances against priorities within the School Improvement Plan/Action Plan
- Maintenance and security of all books and equipment
- Forecasting future needs against predicted budgets
- Planning for the replacement of furniture (in association with Site Manager)

Responsibilities in relation to students

- Regular monitoring and review of student groupings and setting in consultation with the relevant SLT line Manager
- Monitoring and tracking the learning and progress of sub-groups of students including groups of vulnerable students
- Communication with Heads of Year and parents in relation to changes in students' groupings or settings
- Public examination entries and preparation of students (in association with Examinations Officer)

- Appropriate careers advice (in association with relevant member of SLT)
- Identifying and supporting students in need of support and stretch and challenge and in consultation with the relevant member of SLT
- In consultation with the SENDCo, identification and provision for all students with additional needs
- Ensuring that information on students' timetables is kept up to date within the SIMS.net module
- Organising an appropriate revision programme for students
- Attending and taking assemblies as appropriate

Responsibilities in relation to transition learning and primary liaison

- At all times working in liaison and consultation with the Transition Learning Manager
- Communication with primary/junior schools as appropriate in order to become familiar with existing curriculum provision at KS2
- Advising the Transition Learning Manager of elements of the KS3 curriculum relevant to the transition in order for the school to promote a 'seamless join' aiming towards progress and progression being unimpeded
- Contributing to the KS3 Scheme of Learning in order to make effective provision for students at and beyond the point of transition
- Liaising with the Transition Learning Manager and advising all department staff of Year 7 curriculum needs with regard to the least and the most able, and other vulnerable groups
- Working with KS2 colleagues and pupils as appropriate, both in a primary and a secondary setting

Responsibilities in relation to communications within and outside the Faculty

- Faculty meetings are held in line with dates in the school calendar
- Agenda items for consideration may be raised by any team member
- Notes from meetings are detailed and produced in such a way as to include points for action/time frames etc.
- Notes from meetings are distributed to Headteacher and relevant Line Manager and others as appropriate
- Advising the Headteacher and others in the Leadership Team of issues relating to the Faculty as and when appropriate
- In association with the appropriate member of SLT, communicating with subject advisors
- In association with Head of Year/Transition Learning Manager and relevant member of SLT, communication with parents
- In association with appropriate member of SLT, liaison with Institutions of Further and Higher Education

Responsibilities in relation to Faculty records

- Ensuring that all records in relation to students' assessment are kept up to date
- Ensuring that all records in relation to the tracking of students' progress against targets are up to date
- Maintaining an up to date inventory of all equipment held within the Department

As a member of the Middle Leadership Team

- You should understand the way the school operates and the part you and other Leaders, including members of the Senior Leadership Team, play in it
- You should understand the role of the Headteacher, Deputy Heads, Assistant Heads, other Middle Leaders and non-teaching staff and the part that they play in the communication processes within the school
- You should be aware of the short and long term targets of the whole school
- You should become familiar with appropriate individuals and organisations within the local community
- You should develop your area of responsibility within the policies and philosophy of the whole school

Support effective Safeguarding by:

- Ensuring faculty staff are aware of key students that may be at risk of self-harm or other behaviours that create risk to their own safety, or the safety of others
- Ensuring faculty staff are aware of key students that may be at risk of self-harm or other behaviours that create risk to their own safety, or the safety of others
- Ensuring faculty staff are aware of key students that may be at risk of self-harm or other behaviours that create risk to their own safety, or the safety of others
- Ensuring faculty staff are aware of key students that may be at risk of self-harm or other behaviours that create risk to their own safety, or the safety of others
- Providing faculty staff are aware of key students that may be at risk of self-harm or other behaviours that create risk to their own safety, or the safety of others