



Assistant Head of Faculty Job Description

Position	Assistant Head of Faculty
Salary	Main or Upper Pay Scale plus TLR 2a (£3,083)
Tenure	Established
Time	Full-time
Responsible to	Head of Faculty

In addition to the general and specific professional duties as outlined in the current School Teachers' Pay and Conditions Document, the post holder will:

Principle Responsibilities

- Deputise for the Head of Faculty (HoF) when necessary
- Contribute to the strategic development of the school through active participation in whole school initiatives and through the support and implementation of school policy
- Support the HoF in evaluating performance within the faculty to identify and then action the priorities that will lead to continuous improvement and the raising of standards
- Provide high quality leadership and management to all staff within the faculty
- Support a culture that promotes excellence and ensures high expectations for all pupils
- Be accountable for progress in a specific key stage or subject area(s) and coordinate pupil tracking and intervention strategies as necessary
- Ensure that high standards of performance are developed in all faculty staff
- Support and encourage the continuing professional development of colleagues
- Provide leadership and guidance on curricular and administrative matters as required

Strategic Planning

- Support the HoF in identifying development priorities based on accurate and effective self-evaluation
- Collaborate with colleagues to identify and address areas where progress is below expectation
- Work alongside colleagues and external agencies towards whole school development objectives
- Implement strategies for the effective administration of the faculty
- Mentor colleagues to develop additional leadership and management capacity within the faculty

Teaching and Pedagogy

- Lead in the development of appropriate resources and schemes of learning for a specified key stage to provide appropriate challenge for the needs and aspirations of all students
- Support the HoF to ensure that marking, assessment and feedback are of consistently high quality across the faculty
- Engage in opportunities for training, development and innovation in teaching and learning

Performance Management

- Line manage other staff within the faculty as required
- Ensure appraisal procedures are completed to schedule and in line with agreed policy

Curriculum Planning

- Support curricular planning in the faculty, including specification selection and deployment of staff
- Ensure compliance with statutory requirements of the curriculum
- Support cross-curricular initiatives across the faculty such as literacy, numeracy and SMSC
- Ensure health and safety policies and child protection practices are followed

Behaviour for Learning

- Promote the development of Behaviour for Learning
- Support effective behaviour management with the faculty
- Celebrate success and the achievements of staff and pupils
- Work with faculty staff and Pastoral Heads in the regular monitoring of student progress and managing intervention where necessary
- Ensure the school's safeguarding procedures are adhered to

Quality Assurance of Teaching and Learning (QATL)

- Engage with QATL activities within the faculty and participate in whole school reviews as necessary
- Ensure pupil progress data is analysed each term within a specified key stage and intervention strategies are coordinated as required
- Analyse and interpret examination performance data as required
- Ensure assessment, recording and reporting procedures are completed on time and in line with agreed protocols

Financial Management

- Contribute to forward financial planning as required

Communications and Administration

- Liaise with stakeholders in all matters concerning pupil learning, progress and behaviour across each key stage
- Promote good communication within the faculty including chairing meetings when necessary
- Communicate with parents, exam boards, partner schools and outside agencies as appropriate
- With other faculty colleagues organise Open Evenings and Options events, including the updating of faculty/subject documentation when necessary
- Ensure public exam entries are correct and information is supplied in a timely fashion
- Oversee the care of the fabric and furnishings of the faculty, including displays within each subject area

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headmaster.

Signed: _____ *Assistant Head of Faculty*

Signed: _____ *Headmaster*

Date: _____