●

|  |
| --- |
| **Job Description and Person Specification** |

|  |
| --- |
| **Job Title: Faculty Leader** |
| **Salary/Grade: TLR 1.2** |
| **Hours of Work: As per teacher contract** |
| **Location/Address:** Derby Manufacturing UTC, Locomotive Way, Derby, DE24 8PU |

|  |
| --- |
| **There is an expectation that all adults who work at Derby Manufacturing UTC will:**   * Create opportunities to support the College vision. * Have respect and care for students and all other adults. * Set the highest possible standards through the ways in which we behave,   talk to each other and strive for excellence in all that we do.   * Support the College uniform policy for students and echo this through   professional and business-like mode of dress as stipulated in the college dress code.  **DMUTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff; Newly Qualified Teacher’s and volunteers to share this commitment.** |
|  |
| **Relationships:**  ***Responsible to: Assistant Principal Teaching and Learning***  ***Responsible for: Operational/Strategic Leadership of Faculty*** |
|  |
| Main Purpose and Object:  |  | | --- | | * To lead a team of staff across one or more subjects in delivering high quality learning and teaching to all students, which is challenging, differentiated and facilitates rapid and sustained progress in all students. * To ensure that all students access an accurate, relevant, enriched and appropriate curriculum within the subjects of responsibility. * To ensure that all students make at least good progress in each subject, at all Key Stages and relative to their prior attainment.   The post holder should be a competent and effective leader who secures improved academic standards across the curriculum and co-ordinates support across a range of staff in order to meet the needs of the students.  The post holder should present an organised and effective management style and maintain efficiency in all aspects of their work. They should be excellent leaders of students, earning and maintaining respect and raising an effective visible profile within the College. At the heart of this should be the ability to build student self-esteem, instil moral values and motivate staff and students to give of their best in all aspects of College life. They should be creative thinkers and be prepared to take risks in order to innovate.  The post holder’s focus should be on the learning. They should be excellent communicators with a high degree of emotional intelligence. They should be energisers, demonstrating positive mental attitude in all areas of their work. Directors of Learning and Teaching are expected to pursue and deliver agreed whole College actions and strategies in a positive and consistent manner. | |  | |  | | **The Faculty Leader will be responsible for the subject/s Curriculum and Timetable for the College, which includes the following aspects:**   1. Subject specific Curriculum Design and implementation to secure excellent student progress for all students in relation to prior attainment 2. Programmes of study construction, revision and implementation to support the curriculum delivery and its aim of securing excellent student outcomes and experiences.   **Faculty Leaders will be a member of a team of Faculty Leaders, led by the Assistant Principal teaching and Learning and will be responsible for assisting in securing the following:**   1. Strategic direction and development in accordance with college policies – to assist and lead where appropriate on the delivery and implementation of the College Development Plan and Self Evaluation. 2. Inspire, lead and manage staff – to be visionary, innovative and inspirational re. the College’s strategic management and planning/delivery. 3. Legislative and statutory requirements – to ensure compliance with all legal and statutory obligations within the areas of their responsibility. 4. Leadership and management of the subject/s curriculum, students’ attainment and progress. 5. Advising the Assistant Principal on appropriate management and organisational structures – researching, reviewing, advising and implementing the most effective models to maximise success at all levels. 6. Leading and managing staff as well as tackling areas of underperformance through effective performance management procedures. 7. Efficient and effective use of staff resource - recruiting and maintaining the best possible staff team. 8. Assess and Monitor – review and evaluate outcomes and promote/secure best practice. 9. Facilitate continuous improvement - promoting a culture of continuous improvement. 10. Form and develop effective partnerships with education, business and other community groups – to be an ambassador and advocate for Derby manufacturing UTC locally. 11. Securing accountability across all areas for which they are responsible to ensure that ALL areas performance is consistently outstanding. 12. Optimise the contribution of all staff to ensure excellent quality of education and learning. 13. Manage performance effectively, utilising all staff by ensuring their continuing professional development. 14. Create and maintain good working relationships among all members of the College community. 15. Promote the College’s ethos in which the highest achievements are expected from all members of the community. 16. Provide support in managing agreed budgets, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration, control and best value. 17. Present a coherent and accurate account of the performance of the areas for which they are responsible, in a form appropriate to a range of audiences. 18. Ensure that parents and pupils are well informed about curriculum, attainment and progress and are able to understand targets for improvement. 19. Develop and encourage good relations between the college and their local communities. 20. Co-operate and work with relevant agencies to protect children. 21. Contribute to the vision and leadership of the school in order to ensure continued progress. 22. Ensure consistently effective practise and outcomes across all of the college. 23. Promote a positive ethos and a safe environment in which the highest achievements are expected from all members of the College community. 24. Promote and achieve the highest standards of personal discipline and high levels of morale throughout the College community. 25. Recruit, select and develop excellent staff. 26. Have leadership accountability for the collective and individual performance of specified Curriculum Subjects. 27. Act as professional support for a specified governor committee/s. 28. Undertake reasonable responsibilities as required by the Principal and/or the governing body of the College. 29. Performance management of the staff within the subjects they line manage 30. Subject performance reviews and developments. 31. To ensure that all students make ‘at least good progress’ in relation to their prior attainment data. 32. To co-ordinate and monitor the quality of **learning** across the subject/s in order to identify students who need further support with accessing the curriculum or those who would benefit from greater academic challenge. i.e. to monitor the progress of students within the subject/s, identifying and monitoring the progress and provision for those who are Gifted and Talented, Special Educational Needs/ Disabled, Emotional / Social / Behavioural needs, English as an Additional Language, Looked After, Young Carers and/or academically underachieving. Skilled use of data will be essential to this element of the role. 33. Drawing on their monitoring of the quality of student learning, to ensure that all students receive appropriate interventions and so make progress that is *at least* in line with national expectations 34. In line with the College Behaviour and Rewards Policy, to endeavour to ‘catch students being good’ and praise and reward for all positive behaviours. 35. In line with the College Behaviour and Rewards Policy, to use Restorative Approaches, whenever possible and appropriate, in response to wrong doing and so ensure that all students have a positive attitude to their learning. 36. To develop links and positive relationships with other professionals and subject associations. 37. To be aware of curriculum developments and how this affects the subject. 38. To support staff in engaging individual students and in ensuring the effectiveness of intervention strategies. 39. To contribute, co-ordinate and promote the subjects’ extra-curricular programme – focusing on both ‘catch up’ and ‘enrichment’. 40. To liaise closely with all inclusion staff working with the pastoral leads ensuring appropriate and effective intervention is employed. 41. To attend meetings with parent/carers and support Form Tutors in meeting with parents/carers as required. 42. Take an active part in the assembly rota, encouraging a sense of community, celebrating student achievement and the development of ever increasing student resilience. 43. Ensure that home-college communication is prompt and thorough. 44. To provide a contribution to the newsletter to parents/carers and the community. 45. To ensure that all student records and monitoring systems are maintained appropriately in order and are kept up-to-date. 46. To ensure presence around the College throughout the day 47. To model effective behaviour management strategies and avoid shouting, thereby modelling more constructive ways of dealing with wrong doing. 48. Maintain and update the subject notice boards, thereby promoting the College and Year activities and ethos. |  * **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with DMUTC’s ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. * **Freedom of Information Act and Data Protection Act -** The post holder is required to comply with the above legislation and maintain awareness of the college’s policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure. * **Equality and Diversity -** The post holder will be required to comply with and maintain awareness of DMUTC’s policies relating to Equality and Diversity. * **Health and Safety -** The post holder must at all times carry out his/her responsibilities with due regard to DMUTC’s policy, organisation and arrangements for Health and Safety at Work. * **Flexibility -** All staff within the college will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions. * **Probationary Period –** The post holder should be able to do the job competently after 6 months. * **Performance Appraisal –** To participate in the UTC Performance Management Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the UTC and Departmental Strategic Plans * **Training & Professional Development -** To take full responsibility for personal professional development and training   *These duties are not exhaustive and may be varied from time to time.* |

|  |
| --- |
|  |
| This is a description of the job as it is at present constituted.  **It is the practice of the UTC to periodically examine employees’ job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the UTC’s aim to reach agreement on reasonable changes, but if agreement is not possible the UTC reserves the right to insist on changes to your job description after consultation with you.** |

**Developed by: School Business Manager**

**Date of Issue: 30th June 2016**