**JOB DESCRIPTION – HEAD OF FACULTY**

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| **Title and Grade of Post** | **Head of Faculty**  **TLR 2b + SEN Allowance** |
| Purpose of the Job | To workwith the Headteacher and the SLT as part of the Wider Leadership Team of the school:   * To assume a role as a leader within the school, inspiring, motivating, challenging and supporting colleagues, partners and pupils. * To take responsibility for all aspects of progress and attainment within your faculty. * To work with the staff within your faculty to ensure that both the learning and welfare needs of all students are met by all staff within your faculty. * To liaise with SLT to help set the strategic direction of the school and to ensure that the strategic direction is communicated effectively to all staff within your faculty. * To act as a link between SLT and the staff within your faculty, promoting a culture of teamwork and collaboration. |
| Applicable Contract Terms and Duties | This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. This post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school. |
| Responsible to: | This postholder is responsible to the Headteacher in all matters through the line managing Senior Leader. |
| Responsible for: | To own and implement the vision of the school by demonstrating:   * Full understanding of the distinctive mission of the school. * Personal philosophy of education in line with that of the school. * Commitment to the aims of the school. * Upholding, modelling and promoting the highest standards of safeguarding at all times. * Promoting the highest possible standards of behaviour and attendance within your faculty. * Excellent teaching, articulating and modelling high expectations in a culture of challenge and support, motivating, inspiring and supporting staff and pupils as a school leader. * Ensuring that the needs of all students, but particularly CLA and those with ASC, are considered by all staff within your faculty and that those needs are met wherever possible. * Commitment to leadership and management through attendance at Staff meetings, faculty team meetings and INSET as required. * Preparation and delivery of reports to a variety of stakeholders. * Demonstrating a collaborative and mutually respectful approach at all times and when communicating with staff at all levels. |
| Particular Responsibilities: | **Leadership**   * To monitor and evaluate information on the progress and attainment of students within your faculty and ensure appropriate interventions are in place where necessary. * To monitor and evaluate information on attendance to lessons within your faculty and ensure appropriate interventions are in place where necessary. * To take responsibility for the support and guidance of subject leaders and classroom teachers within your faculty, ensuring accountability for professional development, student achievement and student welfare. * To ensure that all staff members within your faculty uphold the highest standards of safeguarding at all times. * To lead faculty meetings. * To assist SLT in all aspects of performance management and appraisal for all staff within your faculty. * To keep up to date with national and local developments within the subjects of your faculty and to review courses, as appropriate, to ensure that students have access to the most appropriate course(s) in all subjects within your faculty. * To lead on curriculum development within your faculty, in line with the vision and aims of the whole school. * To take responsibility for expenditure within your faculty, ensuring appropriate resources are purchased within the constraints of the delegated budget. * Lead, within your faculty, on any aspect of the SIDP that is applicable to your faculty. * Ensure that health and safety policies and practices, including risk assessments, throughout the faculty are in-line with national requirements and are updated where necessary. * Represent the faculty’s views and interests at leadership meetings and, if relevant, with other stakeholders, e.g. governors, parents, local schools etc.   **Performance Management:**   * To complete Performance Management planning, lesson observations (where appropriate) and review meetings for each of the staff members assigned within the PM cycle.   **Teaching and Learning**   * To be accountable for standards of teaching and learning through ensuring high standards of progress, achievement, assessment, reporting and recording within your faculty. * To support the further development of good and outstanding teaching and learning through teacher coaching and modelling best practice. * To work closely with the SEN team to ensure that all students’ individual academic needs are met. In particular, to ensure that the varying needs of our ASC cohort and CLA are considered at all times.   **Use of Data**   * To be responsible for the use of progress data to ensure that students make good to outstanding progress within your faculty, commensurate with their ability and health. * To compile reports on attendance to lessons within your faculty as requested by the SLT. * To compile reports on progress and attainment for your faculty as requested by the SLT. * To analyse the above data and lead on the implementation and evaluation of appropriate interventions and their impact. * To adhere to school policies regarding the collection and sharing of data, in line with GDPR guidelines. |
| Tasks common to all teachers | 1. To be a good to outstanding teacher and teach, according to their educational needs, all pupils in allocated classes. 2. Plan and deliver schemes of work and develop resources including additional support materials. 3. Be responsible for the assessment, recording and reporting of pupil progress consistently reflecting the content of the whole school policy and programmes of study. 4. Be involved in the development of cross-curricular initiatives within the whole school curriculum. 5. Maintain appropriate records and involve pupils in line with school policies and procedures. 6. Provide relevant accurate and up to date information on pupils. 7. Track pupil progress and use information to inform planning of teaching and learning. 8. Moderate assessment of pupil progress and achievement across the department. 9. Take part in open days/parents evenings/review days (within directed time). 10. To mark class attendance registers. 11. To make use of and to store books and resources appropriately. 12. To monitor and review pupil performance against targets. 13. To assess, record and report pupils achievements in line with Faculty and school policies and practices. 14. To maintain positive professional relationships with pupils and ensure pupils are engaged with their learning. 15. To promote equal opportunities within the school and to seek to ensure the implementation of the school’s Equal Opportunities Policy. 16. To develop pupils cross curricular skills. 17. To liaise with SENCO, Learning Mentors and Teaching Assistants in order to gather and report relevant information about pupils. 18. To contribute to the schools’ Enrichment Programme as required. 19. To carry out such other associated duties as reasonably assigned by the Headteacher, commensurate with the grading and designation of the post. |
| **Staff Development**: To be committed to continued professional development through: | 1. Engage in the Performance Management Review process. 2. Take part in the school’s staff development programme and participate in arrangements for further training and professional development. 3. Participate in Continued Professional Development in the relevant areas including subject knowledge, teaching methods and specific learning needs. 4. To identify your own CPD needs, as well as those of all staff within your faculty, in line with the school development plan and ensure timely and appropriate access to relevant Professional Development Courses. |