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**Head of Faculty**

**Job Description**

**Responsibility Allowance:** TLR as determined for each Faculty

**Whole School:**

In addition to the responsibilities of classroom teacher a Head of Faculty should have a knowledge and understanding of:

* The vision and ethos of the school and be instrumental in helping it to be realised;
* The characteristics of high quality teaching and learning and strategies for improving and maintaining high standards.

**Core Role**

* To lead and be accountable for the progress and attainment of all pupils within the designated Faculty.
* To have responsibility for ensuring that staff deliver high quality teaching and learning and promote the continued academic success of all students.

The Head of Faculty is also accountable for:

**Team Leadership:**

* Ensuring that an appropriately challenging curriculum (Including, but not limited to; schemes of work / lesson plans / resources / assessments) is in place for all subjects within the designated Faculty.
* Leading and supporting the Faculty to monitor the progress and attainment of all pupils (to include sub groups and vulnerable groups) against targets and lead intervention as required.
* Ensuring that the Faculty fully contributes to whole school progress systems as required.
* Leading and being accountable for the quality and quality assurance of teaching and learning within the designated Faculty.
* Being involved with the review of Faculties and subjects as required.
* Being the appraisal lead for the designated Faculty.
* Reviewing staff development requirements and leading CPD as required for the designated Faculty.
* To engage with educational research for the benefit of students and staff.
* Leading Faculty meetings to discuss all matters related to student progress and attainment.

**Student Support and Guidance**

* Ensuring provision of guidance and support for all students within the Faculty.
* Ensuring that Faculty staff are accountable for the production of student reports and references as required.
* Quality assurance of student reports and references as required.
* Ensuring student records relating to achievement, behaviour and other matters are maintained.
* Listening, acting upon and responding promptly to concerns of students and parents relating to the Faculty. Ensuring that parents feel able to contact or visit the school and that such visits take place in a welcoming and supportive context.
* Taking action to address issues of poor behaviour, attendance and punctuality within the Faculty.

**Tracking Academic Progress of students**

* To ensure that accurate achievement records are kept for all students working within the Faculty.
* To ensure that staff deliver, mark and moderate assessments in accordance with School, Faculty and Subject Team requirements.
* Monitor the progress of key groups of students including but not limited to; the most able, EAL, Pupil Premium.
* Identifying students who need further support with accessing the curriculum or those who would benefit from greater academic challenge.
* Providing strategic oversight for the use of student data to plan targeted intervention around academic progress.

**Policy and Planning**

* Attending Achievement Board meetings and contributing to strategy and policy.
* Regularly reviewing the quality of provision, taking into account the latest local and national curricular developments.
* Reviewing the quality of outcomes achieved by the Faculty regularly and using this information to improvement plan accordingly.
* Working with the Senior Leadership team in order to develop a positive and unique school ethos;
* Contributing to assemblies to promote positive attitudes towards learning.
* Providing opportunities for students to take on greater responsibility;
* Playing a major part in the maintenance of good order throughout the school;
* Being involved in the monitoring of student progress through interviews with students and checking of student work.
* Liaising with Heads of Learning Communities and other staff to continuously promote individual student progress.

**Additional Responsibilities**

This job description is to be reviewed annually in the light of the prevailing needs of the school

You may reasonably be expected to perform duties of a similar or related nature to those outlined in the Job Description