The Netherhall School

HEAD OF FACULTY JOB DESCRIPTION

Title of post   Head of Faculty: _____TLR

Responsible to   Senior Leadership Line Manager

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. The job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Core Purpose

- To provide leadership and direction for the faculty and, where relevant, all the individual subjects contained within the faculty, and to ensure that it is managed and organised to meet the aims and objectives of each subject and those of the school as a whole.

- To be responsible for securing high standards of teaching and learning as well as playing a major role in the development of school policy and practice.

- To be accountable for student progress, standards and development within the subject areas of the faculty

A Strategic Direction and Development of the Faculty

1. To contribute to the development of whole school policies and practices and to develop your professional voice as a reflective and pro-active member of the school's leadership teams.

2. To be actively involved in decision making and policy development across the school, leading and managing necessary change within your team.

3. To lead a faculty team within the framework of the teachers' standards and the professional expectations of the school.

4. To lead and manage the processes of curriculum development in a period of national change affecting Key Stages 3, 4 and 5.

5. To contribute to regular line management meetings in keeping with school priorities, policies and procedures.

6. To be responsible for the strategic direction and development of the faculty, including budgets, curriculum change, improvement planning and self-evaluation.

7. To implement whole school appraisal policies undertaking performance management reviews for members of your team.

8. To participate in the whole school initial teacher training programme.

9. To work with faculty link governors to report on the work of the faculty team.

10. To establish and maintain clear lines of communication with parents/carers, governors and other stakeholders at a level appropriate to this role.

11. To liaise with colleagues in partner schools, further/higher education, employers and awarding bodies on matters relating to student performance.

B Responsibility for leadership and management in the following areas

1. Student achievement and progress

1. To maximise achievement by ensuring that the curriculum offer is both accessible and challenging for all students.

2. To lead and manage the scrutiny of student performance data relating to
   a. Individuals
   b. Classes
   c. Subjects

3. To lead and manage the interventions and support required for students to be achieving their target levels/grades or better
   a. Identifying students who are falling behind
   b. Devising action plans for vulnerable and target individuals or groups
   c. Implementing and evaluating appropriate interventions

4. To lead the faculty in closing gaps in progress and attainment for disadvantaged students including
   a. Pupil Premium students
   b. Students with Special Educational Needs and/or Disabilities
   c. Other vulnerable individuals or groups

5. To develop and implement clear faculty guidelines on
   a. Evidencing student progress at regular intervals
   b. Using a variety of assessment methods
   c. Work sampling and focus group interviews

6. To manage arrangements for preparing students for all public examinations.

7. To liaise with parents / carers on matters relating to progress, work and behaviour, to lead the quality assurance of reports issued to parents / carers and to ensure that communications with home are in accordance with school policy.

2. Teaching and learning

1. To contribute, alongside Senior Leaders and other Heads of Faculty, to the whole school understanding of "deep learning", to develop excellent practice and to liaise with other colleagues on matters relating to improving standards.

2. To ensure that the principles and policies relating to both *Assessment for Learning* and *Behaviour for Learning* are applied across the faculty.

3. To lead the planning, implementation and monitoring of schemes of learning in line with whole school policies and priorities, ensuring
   a. Challenging and relevant learning objectives and outcomes
   b. Suitable resources and materials
   c. Guidance on teaching methodology

4. To ensure the development and delivery of new examination specifications at both Key Stages 4 and 5.

5. To create a stimulating learning environment which
   a. Encourages positive attitudes and a sense of discovery
   b. Ensures a strong staff presence in the corridors and other shared spaces within the school
   c. Maintains high expectations and clear targets for both staff and students

6. To monitor and assess the quality of teaching within the faculty including the development of robust observation practices.

7. To monitor, assess and develop the role of subject teachers including the coaching and mentoring of trainees, and newly or recently qualified teachers.

8. To ensure the implementation of clear policies for assessing, recording and reporting in line with whole school policies and procedures.

9. To provide, where appropriate, information and guidance to students and parents / carers regarding the KS4 curriculum, Year 9 option choices, and progression at 16+ and 18+.

10. To ensure that appropriate arrangements are put in place for classes when staff are absent, liaising as necessary with the cover manager.

3. **Efficient and effective deployment of staff and resources**

1. To manage resources efficiently and effectively, maintaining a close scrutiny of budgets, paying close attention to value for money and ensuring a balanced faculty budget.

2. To develop short, medium and long term plans for the development and resourcing of the faculty.

3. With the support and guidance of senior colleagues, lead and manage the deployment of staff, contribute to timetabling decisions and arrange student groupings to maximise the effective use of resources and expertise.

4. To manage all essential routines to ensure the efficient day to day delivery of teaching and learning within the faculty and to manage resources efficiently.

5. To ensure that staff development and training needs are identified and addressed and that new teachers are appropriately inducted, supported and assessed.

   In addition, to perform any other duties which are consistent with the requirements of the post.

C   **Additional Specific Responsibilities**

The Netherhall School

1. To be Tutor of an assigned Tutor Group and carry out related duties in accordance with the general job description of Form Tutors.

2. To maintain a high profile for the subjects within the faculty across the school through activities beyond the classroom such as fixtures, competitions, productions, trips and visits.

3. To play a full part in the life of the school community, to support its ethos and to encourage staff and pupils to follow this example.

4. To ensure the faculty website is up to date and relevant.

D **General Duties**

1. All teachers are responsible for safeguarding and promoting the welfare of children.

2. To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

3. To carry out a share of supervisory duties in accordance with published schedules.

4. To contribute to the supervision and, so far as practicable, teaching of any pupils whose teacher is not available to teach them subject to the conditions of employment.

5. To participate in appropriate meetings with colleagues and parents / carers relative to the above duties.