

Role Title	Reports to
Head of Faculty - English	Deputy Principal
Purpose of the role	
To ensure the effective delivery of the academic curriculum within the faculty.	
The specific duties of this position are listed below:	
<ol style="list-style-type: none"> To develop and ensure, to the satisfaction of the Secondary Leadership Team, the delivery of the curriculum within the subject group (faculty). To ensure, to the satisfaction of the teacher members, that the faculty is adequately resourced for the delivery of the curriculum, and to prepare, with the Principal, the departmental annual budgets. To ensure to the satisfaction of the Principal and Deputy Principal, that faculty teachers fulfil all professional obligations relating to the delivery of the academic curriculum including: <ul style="list-style-type: none"> ○ Meeting school and faculty deadlines ○ Fulfilling timetable requirements ○ Preparation of materials required for course delivery ○ Assessment and reporting duties ○ Fulfilling the duties as per the Teacher job description To organize and chair regular meetings of the faculty teachers, and to ensure that a record of each meeting is maintained. To bring faculty concerns/suggestions to Head of Faculty meetings or to the Deputy Principal or Principal as required. To ensure that faculty teachers are kept fully apprised of school initiatives and to provide an opportunity for the exchange of ideas and opinions. To liaise with other school administrators on behalf of the faculty. To assist in the selection of faculty teachers, and to attend interviews and to contribute to the interview process when this takes place in Phuket or via Skype. To remain abreast of developments in education generally, but specifically within the faculty's subject areas. To assist in the performance management of faculty members as per the PM policy. To identify, and effectively resolve, any areas of concern within the faculty. To bring to the attention of the Principal or Deputy Principal any unresolved issues of academic/professional/pedagogical concern. To supervise the smooth operation of timetabled courses within the faculty, and to liaise with the Deputy Principal in relation to staffing and timetabling. To have an understanding of the Primary curriculum and liaise with Primary staff re content etc To bring any matters of concern relating to health and safety within the faculty classrooms/laboratories etc to the attention of the relevant administrator. To implement the integration of Information Technology into the faculty. To liaise, as necessary, with external examination co-ordinators (IB, IGCSE, SAT etc). To contribute to the review and development of school policies, and to implement them as required. To act as a role model for teachers and to provide effective leadership within the faculty. To support, and be present at school functions/events as requested by the Principal. To liaise with the EAL CoOrdinator, Admissions staff and Section Heads to ensure that new EAL students are allocated to English classes and additional support as appropriate. In addition there should be a system of monitoring and continual liaison with the EAL CoOrdinator. To market and promote the English Department and the achievements of its students and staff. 	

Updated Nov 2018		
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