

# Dr Challoner's High School



## Job Description – Head of Faculty

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|----------------------|---|
| Responsible to       | Senior Leadership Team Line Manager                                     |
| Pay scale            | Main Pay Scale +TLR 1.1 (currently £9,381 pa)                           |
| Terms and Conditions | Full time. This role would also incorporate being a Head of Department. |

### Purpose of job

- Lead and inspire the Faculty and to create a cohesive team with a shared vision
- Be part of shaping the school's vision and values and to share those with the Faculty
- Lead by example as a Head of Department as per the job description for that role

### Main duties and responsibilities

- Be a means of communication within the school both from the Senior Leadership Team and to them from the departments in the Faculty
- Offer support and coaching to Faculty members whilst fostering independence and innovation
- Enhance staff welfare in the faculty by acknowledging the strengths and contributions of staff and encouraging professional dialogue
- Evaluate data across the whole Faculty and support Heads of Department where needed
- Act as departments' champion whilst also ensuring that high standards are maintained
- Attend and participate fully in Heads of Faculty meetings and Heads of Department/Heads of Faculty meetings; contributing to shaping the agenda for both
- Ensure consistently high standards and professionalism across the departments in the Faculty
- Act as a mentor and coach to members of the Faculty
- Be involved in and contribute to whole school initiatives and developments

## Person Specification – Head of Faculty

|   |  |
|---|--|
| <b>Qualifications</b>                           | Degree in relevant subject<br>Qualified Teaching Status  |
| <b>Experience</b>                               | Ability to teach across all Key Stages, including A level<br>Proven leadership experience<br>Proven commitment to CPD, both pedagogical and in leadership  |
| <b>Knowledge, Skills and Personal Qualities</b> | Willingness to be accountable and to hold others to account<br>The ability to have a vision and be able to communicate it to others<br>The skills to foster mutual respect between staff members<br>A passion for teaching and the subjects within the Faculty<br>An approachable manner |

## Job Description – Head of Department Biology or Physics

|                      |                      |
|----------------------|----------------------|
| Responsible to       | Head of Faculty      |
| Pay scale            | Main Pay Scale + TLR |
| Terms and Conditions | Full time            |

### Purpose of job

- Lead and inspire the department to provide the best possible education for girls
- Represent the department at whole school level; putting into action the school's vision and values
- Create a cohesive and identifiable ethos for the department

### Main duties and responsibilities

- Make department curriculum decisions based on changes and developments nationally and what is best for our students
- Support and develop staff in the department to ensure their wellbeing and their professional training
- Be responsible for staff allocation and timetabling as well as recruitment and retention
- Evaluate data and use it for monitoring and tracking student progress
- Act upon conclusions drawn from data across all groups of students, including intervention strategies where necessary
- Plan and run department meetings, attend and contribute to whole school Head of Department meetings and attend Head of Department/Head of Faculty meetings according to the school calendar. Subsequently to communicate with department staff the discussions at these meetings.
- Run appraisals according to the school procedure to enable staff to progress and develop
- Lead self- evaluation for the department through subject reviews and documentation
- Lead by example; support and adhere to school policies
- Foster a love for the subject and encourage student retention
- Communicate key decisions with and the Head of Faculty and support their vision for the Faculty
- Undertake the duties and responsibilities outlined for all teaching staff

## Person Specification – Head of Department

|   |  |
|---|--|
| <b>Qualifications</b>                           | Degree in the relevant subject<br>Qualified Teaching Status  |
| <b>Experience</b>                               | Ability to teach across all Key Stages, including A level<br>CPD which shows a commitment to personal, professional development and leadership skills  |
| <b>Knowledge, Skills and Personal Qualities</b> | Proven organisational skills including time management and forward planning<br>Passion for the subject<br>Evidence of inspirational and outstanding teaching<br>Understanding of the use of data for tracking and monitoring |

## General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
4. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
6. To participate in the School's performance management process.
7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
8. To undertake training and development relevant to the post.