



Oswestry School

Founded 1407

JOB DESCRIPTION

Head of Faculty

Line Manager Deputy Head (Academic)

Job Purpose To be responsible for the management and smooth running of an academic Faculty

1 Context

This role fits into a revised (May 2015) model of middle management. There are two levels of academic curriculum responsibility at Oswestry School:

- Head of Faculty (HoF)
- [Head of Department](#) (HoD) or [Subject Leader](#) (SL)

Head of Department is a legacy role, having the same responsibilities as Subject Leader.

A Head of Faculty will also commonly, but not necessarily, be a Head of Department or Subject Leader.

2 General

A Head of Faculty is a senior Middle Management role, with a number of staff to manage and a number of departments/subjects to coordinate. S/he has a significant strategic role, taking responsibility for development in his/her Faculty area. His/her line manager is the Deputy Head (Academic). A Head of Faculty has responsibilities to the pupils, to the staff in the Faculty and to the Deputy Heads and to the Headmaster.

A Head of Faculty should aim:

- To lead and to facilitate good teaching and learning.
- To raise standards of pupil attainment and achievement within the curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the curriculum area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the Faculty, in accordance with the aims and policies of the school.
- To manage and deploy teaching/support staff, financial and physical resources within the Faculty.
- To be accountable for leading, managing and developing the Faculty.

3 Responsibilities to the Pupils

- a. To ensure the provision of appropriate resources and of good quality teaching.

4 Responsibilities to the Headmaster and Deputy Heads

- a. To work in close liaison with the Deputy Head (Academic), to generate and review a development plan for the Faculty, and to communicate the Faculty's plans when it is appropriate to do so.
- b. To inform the Headmaster of staffing matters, after consultation with the Deputy Heads.
- c. To advise on the performance and development of colleagues within the Faculty and to report, from time-to-time, to the Headmaster, via the Deputy Head (Academic).
- d. To write job descriptions for appointments, to help short-list and interview candidates and to advise on the suitability of candidates for vacant posts in the Faculty.



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5 Responsibilities towards Members of the Faculty

- a. To lead their Heads of Department and to guide and support their work.
- b. To delegate faculty duties by agreement, having regard to each colleague's interests, abilities and his/her overall commitment to the school.
- c. To provide job descriptions for positions of responsibility within the Faculty.
- d. To guide and support staff in the Faculty and to oversee their career development in conjunction with the Headmaster, making recommendations, via the Deputy Heads, for in-service training.
- e. To monitor the teaching of pupils in the Faculty and to offer advice to colleagues as appropriate.
- f. To arrange Faculty meetings for the subject on a regular basis and to keep minutes of these meetings.
- g. To ensure that the Faculty is aware of all school and faculty policies.
- h. To feedback to the Faculty on matters arising at Heads of Faculty meetings.
- i. To ensure regular and effective liaison with colleagues in the Preparatory Department, Learning Support department, EAL department, and Library staff.
- j. To agree the allocation of lessons to the Faculty in the weekly timetable with the Deputy Head (Academic).
- k. To allocate the teaching of sets in subjects within the constraints of the timetable, ensuring the fair distribution of age groups and ability groups, having regard to the skills and experience of the teachers.
- l. To induct new staff, within the school's policy, and monitor their early progress in liaison with the Deputy Head, who has special responsibility for newly qualified teachers.
- m. To arrange mentors for trainee teachers when they are attached to the Faculty and to work in liaison with the Deputy Head, who is i/c student teachers.
- n. To assist in arranging specialist lesson cover for absent colleagues, using the cover system (via the Director of Studies).
- o. To be responsible for the efficient and effective deployment of the Faculty's support staff.
- p. To provide job descriptions for assistants, secretaries and technicians where appropriate.

6 Matters relating to the Administration of the Faculty

(i) Budget, Resources and Planning

- a. To prepare the annual budget request for the Deputy Head (Academic) and to manage the Faculty budget, in conjunction with the Bursary.
- b. To maintain an inventory of Faculty resources, as required by the Bursar.
- c. To arrange for the adequate equipping of Faculty rooms, in consultation with the Deputy Head (Academic).
- d. To notify the Estates Department of any immediate repairs needed to the fabric, fixtures and fittings of these rooms.

(ii) Quality Assurance

- a. To analyse and evaluate, with the Faculty, performance data provided and take appropriate action in response.
- b. To establish the process of the setting of targets within the Faculty and to work towards their achievement.
- c. To contribute to the school procedures for lesson observation.
- d. To seek/implement modification and improvement where required.

(iii) Communication

- a. To establish and to maintain links with institutions and organisations outside the school, as appropriate.
- b. To maintain Faculty areas of the School website with contemporary information and news.

(iv) Marketing

- a. To, at all times, work to promote the Faculty and the School to current and prospective pupils and parents.

(v) General Administration

- a. To attend Heads of Faculty meetings and other meetings as required by the Headmaster.
- b. To maintain the Faculty Handbook as required for inspection by ISI.
- c. To 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, as required by the Estates Manager.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Heads of Faculty will be expected to comply with any reasonable request from a Deputy Head or the Headmaster to undertake work of a similar level that is not specified in this job description.

Desirable Qualities

- Teaching experience
- An appetite to challenge pupils and colleagues

Skills

- Very good interpersonal skills
- Proficient IT user

<p>Signed</p> <p>Print name</p> <p>Dated</p> <p style="text-align: right;"><i>(Post holder)</i></p>	<p>Signed</p> <p>Print name</p> <p>Dated</p> <p style="text-align: right;"><i>(Line Manager)</i></p>
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