THE INTERNATIONAL SCHOOL (B) BHD

JOB DESCRIPTION

Position Title:	**HEAD OF FACULTY (3 or more Full-Time teachers)**
Line Manages:	**FACULTY MEMBERS**
Reports to:	**SENIOR LEADERSHIP TEAM (SLT)**
Salary Scale:	**TEACHER MAIN SCALE** **RESPONSIBILITY ALLOWANCE 2B**
Teaching Load:	Maximum teaching load for a Head of Faculty is 67% including academic lessons and pastoral role

Key Responsibility Areas

In addition to the core responsibilities of a teacher as outlined in the job description of a teacher:

- Contribute to whole school policy-making and strategic planning as required by the Head of School.
- Prepare, monitor and update annual department development plans in consultation with colleagues.
- Ensure that school policies and strategies are embedded in schemes of work and department development plans.
- Active member of the Middle Leadership Team.

Leadership and Management of Teaching and Learning:

Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.

- Exemplify in own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the department.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Monitor students' work and the classroom practice of those in the department to ensure high standards are maintained.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
- Ensure the team's delivery and development of the curriculum is effective in meeting the needs of all students.
- Ensure that where appropriate lessons contribute to students' social and cultural development, embedding the attributes of the learner profile.
- As the result of monitoring activities and consultation with members of the department produce the department improvement plan to feed into and from the school's improvement plan.

- Implement the department development plan and provide or arrange support for colleagues to ensure that the objectives of the plan are met.

Leadership & Management of Others:
Lead and manage the department members; inducting, developing, deploying and motivating; to ensure all have clear expectations of their roles, and that high-performance standards are achieved and maintained.

- Follow the school appraisal process for yourself and department members to review performance and ensure those actions are recorded and implemented.
- Empower members of the department to develop their leadership potential to drive continuous improvement within the department.
- Manage day to day requirements, delegating as appropriate, to ensure the efficiency of the department.
- Hold and record efficient and effective meetings that are learning focussed, share good practice and ensure high standards are achieved and maintained.

Leadership and Management of Students' Attainment and Progress:

- Ensure lessons are pitched appropriately and planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons.
- Ensure all student attainment is analysed against target and monitored for each half term to help them make good progress.
- Ensure processes are in place to give students the opportunity to assess their progress against their targets.
- Ensure departmental feedback policy is used frequently and consistently to indicate what students need to improve, understand how they can improve their work and time to implement.
- Ensure that members of the department meet regularly to moderate assessments in order to enhance their knowledge and understanding of assessment criteria.
- Ensure that all members of the department regularly record students' progress and track progress towards targets.
- Ensure that a variety of formal assessments are undertaken in accordance with the school's policy and recorded electronically.

Leadership and Management of Continuing Professional Development
Set meaningful and achievable personal targets for yourself and others, that focus on improving student progress.

- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

Management of Resources:
Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.

- Identify future resourcing needs and aspirations for the team for consideration in the school budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

All ISB staff are expected to:

- Act as a positive role model.
- Offer at least one Extra Curricular Activity per week as described in the secondary school ECA policy.
- Undertake duties at break and lunchtime in order to ensure the health and safety of our students.
- Attend meetings when required.
- Ensure all CIS requirements are effectively carried out.
- To carry out cover for colleagues when required.
- To take part in school trips and events.
- Secondary teachers may on occasion be asked to undertake paid relief duties within the school's boarding programme. These duties might take place in the evenings or at weekends.
- To undertake such duties as are reasonably determined by the Executive Principal.

This job description may be amended at any time after discussion with you, but in any case will be reviewed within one year.

Signed …… Date ……