**Head of Faculty Job Description**

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| **Post Title** | **Head of Faculty** |
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| **Post Holder:** |  |
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| **Purpose:** | * To have strategic overview of the faculty, setting a clear vision and direction for continuous improvement that aligns with the priorities, aims, ethos and vision of the school. * To raise standards of student achievement across the faculty. * To closely monitor student progress and co-ordinate interventions across your subject area. * To establish a strong team ethos amongst the faculty where colleagues support each other and work collaboratively and efficiently together. * To monitor, develop and enhance the teaching practice of all staff within the faculty. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in your subject area, in accordance with the aims of the school and the curriculum policies determined by the Governing Body. * To be accountable for leading, managing and developing the faculty. * To be accountable for student attainment and progress across the faculty. * To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty. |
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| **Reporting to:** | Headteacher / SLT line manager |
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| **Responsible for:** | Teaching staff and relevant personnel within the curriculum area. |
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| **Liaising with:** | Headteacher / SLT, other Heads of Faculty, Heads of Subject, Heads of House, Student Support Team, relevant staff with cross school responsibilities, relevant non-teaching support staff, and parents. |
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| **Working Time**: | Term Time. Full-time |
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| **Salary/Grade** | MPS plus TLR *(as appropriate)* |
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| **Disclosure level** | Enhanced |
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| **MAIN (CORE) DUTIES** | |
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| **Operational/Strategic Planning** | * To lead and manage the strategic planning of the faculty, and to ensure that the planning activities of the faculty reflect the needs of the students across the subjects within the faculty, and the priorities and aims of the school. * To oversee the production of the faculty development plan ensuring contribution from all faculty members. * To produce and update the faculty SEF in line with school guidelines. * To lead the development of appropriate programmes of study, schemes of work, teaching and learning strategies, assessment practices and resources within the your subject area. * To be responsible for the day-to-day management, delivery and quality control of provision within the faculty, including effective deployment of staff and physical resources. * To actively monitor student progress across your subject and co-ordinate appropriate interventions. * To implement school policies and procedures, e.g. Safeguarding, Equal Opportunities, etc. * To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with requirements and are updated where necessary. |
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| **Curriculum Provision** | * To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which fulfils statutory and examination board / awarding body requirements. * To ensure regular, coherent and rigorous assessment practices are in place within the faculty. |
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| **Curriculum Development** | * To lead curriculum development for the subject area. * To actively monitor and respond to curriculum initiatives at national, regional and local levels, including implementing any changes required by examination boards / awarding bodies. * To keep up to date with developments with teaching practice and methodology in the subject area. |
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| **Staffing** | * To work with the SLT lead to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To be responsible for the efficient and effective deployment of the faculty’s technicians/support staff. * To undertake the role as Appraiser for staff within the designated department in line with the school’s Appraisal Policy. * To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate cover within the subject area. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. * To promote teamwork and to motivate staff to ensure effective working relations. * To be responsible for the day-to-day management of staff within the faculty and act as a positive role model. |
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| **Quality Assurance** | * To ensure the effective operation of quality control practices within the faculty; carrying out lesson observations, learning walks & work scrutiny with focus and rigour. * To establish the process of the setting of targets within the faculty and to work towards their achievement by themselves and other staff in the faculty. * To establish high quality standards of practice across the faculty and develop the effectiveness of teaching and learning within the faculty. * To monitor and evaluate the faculty area in line with agreed school procedures including evaluation against quality standards such as Ofsted criteria and ‘Teachers’ Standards’. * To implement required improvements arising from quality assurance practices and monitor their implementation and impact. * To regularly monitor progress made with the faculty’s development plan. * To ensure all within the faculty implement school policies & procedures. |
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| **Management Information:** | * To manage the faculty’s systems for the collection of student progress data. * To ensure the maintenance of accurate and up-to-date information concerning the subject on the school’s management information system. * To analyse and evaluate student progress and attainment data. * To produce reports on examination performance, including the performance of different cohorts. * To identify and take appropriate action on issues arising from data and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports in line with the quality assurance cycle for the faculty. * To provide the Headteacher & Governing Body with relevant information relating to the faculty performance and development. |
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| **Communications:** | * To ensure that all members of the faculty are familiar with its aims and priorities. * To ensure effective communication/consultation as appropriate with the parents of students. * To liaise with partner schools, higher education, Industry, examination boards / awarding bodies and other relevant organisations. * To represent the faculty’s views. |
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| **Marketing & Liaison:** | * To contribute to the school liaison and marketing activities where appropriate e.g. primary school liaison. * To lead the development of effective subject links with partner schools. * To actively promote the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guideline and procedures laid down. * To deploy the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records. * To work with the SLT timetable lead to ensure that the faculty’s teaching commitments are effectively and efficiently time-tabled and roomed. |
| **Student progress and development:** | * To monitor and support the overall progress and development of students within the faculty. * To monitor students’ progress and performance in the subject area in relation to expected grades set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To ensure the school’s behaviour management system is implemented in the faculty so that effective learning can take place. * To contribute to PSHE, citizenship and enterprise according to school policy. |
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| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher / teacher on the upper pay range. (See teacher job description) |
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| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students follow this example. |
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| **Other Specific Duties:** | |
| To continue personal development as agreed.  To engage actively in performance review processes.  To undertake any other duty as specified by STPCB not mentioned in the above.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary adjustments to the job and the working environment for any employee who develops a disabling condition. | |
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| This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |
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