

GOSFORD HILL SCHOOL

JOB DESCRIPTION



Post Title:	Assistant Faculty Leader
TLR:	2B (£4689)
Accountable to:	The Headteacher
Line Managed by:	Faculty Leader - Mathematics
Start Date:	01/09/2017

JOB PURPOSE

To provide professional leadership and management to secure high quality teaching through improved standards of learning, progress and attainment for all students, using staff, assessment and other resources effectively.

OBJECTIVES

To be accountable for:

- assisting the faculty leader with the leadership and management of the faculty.
- leading the curriculum area for which they are responsible in raising standards of attainment and progress (including key groups), and challenging underachievement;
- leading learning and teaching across the curriculum area for which they are responsible, ensuring high quality, consistency and best practice across all abilities and key groups;
- staff confidence and competence in delivering learning within their curriculum area;
- fostering students' enjoyment and love of learning within their curriculum area;
- ensuring the provision of an appropriately balanced, relevant and differentiated curriculum for students studying in their curriculum area in accordance with the aims of the school and the policies determined by the Headteacher;
- effectively deploying financial and physical resources within their curriculum area and leading staff within the area if applicable.

PRINCIPAL RESPONSIBILITY AREAS

A Teaching, Learning and Assessment

- Monitor the quality of teaching and learning across their curriculum area.
- Ensure that lessons are challenging and differentiated, especially catering for the needs of pupil premium, SEND, and the most able students, within their curriculum area.
- Ensure that all staff within their curriculum area are following school Teaching and Learning policies.
- Ensure that all staff within their curriculum area meet the Professional Standards for Teachers, including the teaching of literacy and numeracy.
- Develop and embed appropriate syllabuses and schemes of work which include opportunities for developing literacy, numeracy, differentiation, home learning, SMSC and British values.
- Promote cross curricular opportunities.

B Student Outcomes, including Progress and Attainment

- Contribute to the Faculty MIPC.
- Plan, deliver and measure the impact of intervention activities for students who are underachieving in liaison with their faculty leader.
- Ensure timely communication with parents and carers in relation to achievement and behaviour.
- Ensure that appropriate moderation and standardisation of assessment takes place at all levels, so that data is robust; ensure that teachers submit assessment data punctually and in line with school procedures.
- Liaise with Exams Officer to ensure that all students are entered for the appropriate examination and tier, and that any examination information is effectively communicated to students, teachers and parents.

C Student Personal Development, Behaviour and Welfare

- Ensure equal opportunities and child protection procedures are in place and followed within the curriculum area for which they are responsible.
- Ensure effective assessment for learning, provides appropriate information, advice and guidance about progression within the subject and its place in the wider world.
- Develop opportunities for students to extend and enhance their learning e.g. through trips, visits and extra-curricular activities and House events etc.

D Leadership and Management

- Lead the curriculum area for which they are responsible, modelling high standards of professional behaviour, and set the vision and ethos.
- Contribute to the Faculty MIPC that is used to plan and monitor the work of the curriculum team for which they are responsible.
- Monitor the quality of home learning in their curriculum area.
- Keep up to date with national developments and initiatives and build relevant ideas into strategic planning.
- Lead and support the professional development of identified staff within their curriculum team, in accordance with the school's Appraisal Policy, including induction of new staff.
- Work with the Faculty Leader to ensure that staff development needs are identified and supported.
- Ensure that suitable work is available in the case of staff absence.
- Monitor learning behaviour across their curriculum area and liaise with House Leaders as appropriate.
- Contribute to the appointment of staff and manage the deployment of subject staff, ensuring that teachers' loading is balanced and meets the needs of all learners.
- Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- Take responsibility for health and safety and risk assessment within their curriculum area.
- Produce effective and inspiring publicity materials as required (eg Options Booklet, prospectus etc.).

Responsible for the Line management and appraisal of:

Line management of:

Last updated: June 2016

Signed :

Date ;

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation