

**Professional Duties of Faculty Progress Leaders and Assistants**

**In addition to the Professional Duties of all teachers**

**Leadership and Management**

* Build and maintain a clear vision and strong consistent ethos within the Faculty, in support of the school mission statement and ethos.
* Evaluate the curriculum to ensure that it promotes achievement, love of subject and reflects cross-curricular themes, issues and dimensions, including SMSC, British Values and CIAG.
* Self-evaluate following agreed school procedures to ensure the Faculty meets the requirements of the SEF and SIP.
* Lead performance management and professional development across the faculty ensuring colleagues are supported and challenged appropriately, against teachers’ standards.

**Quality of Teaching and Assessment**

* Monitor student progress to ensure assessment of progress is razor-sharp at all key stages. Implement and evaluate strategies to address any progress that is not good, following the Diagnosis-Therapy-Testing model.
* Evaluate the quality of teaching against teachers’ standards, using a variety of evidence including data analysis, lesson observations, learning walks, work scrutiny and student voice.
* Ensure the faculty has a driven focus on ensuring differences are diminished for disadvantaged students or school priority groups.

**Personal Development, Behaviour and Safety**

* Cultivate a love of subject(s) through promoting and maintaining high quality extra-curricular activities (eg study support, extended curriculum activities).
* Ensure the faculty contributes effectively to school communication with parents/carers, so there is complete clarity and understanding of any aspect relating to student progress.
* Ensure that health and safety policies and practices, including risk assessments, throughout the faculty are in-line with national requirements.
* Establish and maintain consistent high expectations and standards across the faculty in relation to the schools behaviour policy and attitude to learning framework.

**Personal Attributes**

* Delegate other duties to staff as appropriate with clear guidance of expectation and outcome.
* Monitor effective faculty management of finance and resources.

**Assistant Faculty Progress Leaders**

* Deputise for the Faculty Progress Leader when necessary.
* Take responsibilities, as directed by the Faculty Progress Leader, to the same standards as described above.