**JOB DESCRIPTION**

Post Title: Head of Faculty

Salary: £22,916 to £38,632 per annum, pro rata plus TLR

Reporting to: Senior Leadership Team

Main Purpose

To develop and implement a strategy for maximising achievement within the faculty area, whilst developing high standards of engaging teaching and learning, developing staff skills and evolving a distinct and exciting curriculum through a collaborative approach. To ensure that the faculty operates in an efficient and professional manner in all of its work and that its priorities link closely to the strategic aims and plans of the Academy as a whole.

The duties outlined in this job description are in addition to those outlined by the latest ‘School Teachers Pay and Conditions’ document. The job description will be reviewed regularly and at least annually to reflect or anticipate changes to the job, commensurate with the salary and areas of responsibility

Main Accountabilities

**Curriculum**

1. Setting high standards on all areas of teaching and learning within the faculty, including assessment, recording and reporting and collaborating with senior leaders and colleague middle managers as required.
2. Implementing the introduction and subsequent development of new technologies to support students learning and achievement.
3. Leading the faculty development plan, its construction, targets, implementation and review.
4. Ensuring that the learning environment is of a high quality and that flexibilities within the learning spaces are used to their full potential.
5. Managing the finance and resources of the faculty in accordance with Trust policy and the principles of Best Value.
6. To contribute to schemes of work and curriculum materials for the appropriate subject.
7. To plan effective lessons matching the design of the lesson to the ability of the students.
8. Have high expectations of students, based on a sound knowledge of their prior and potential attainment.
9. To take account of the need for progression in students’ learning experience.
10. To ensure effective whole class, group or individuals learning opportunities for students.
11. To set high standards of expectations of students’ behaviour through good classroom discipline, focused teaching and productive relationships.
12. To set and assess homework as an integral part of students’ learning.
13. To use opportunities to reinforce literacy, ICT and numeracy skills within teaching.
14. To use enterprising and innovative approaches to teaching and learning when appropriate and in accord with Subject, Faculty and Academy Policy.
15. To effectively deliver the tutorial programme.
16. To contribute to the extra-curricular activities programme for students.

**Monitoring and Evaluation**

1. To give clear and constructive feedback to students on how to move towards the next level or grade.
2. To implement all subject, Faculty and Academy Policies regarding assessment, recording and reporting.
3. Developing effective student voice
4. Raising standards of achievement and attainment within the faculty through a rigorous learning strategy.
5. Monitoring and improving the quality of teaching and learning as it affects students within the faculty.

**Personnel**

1. Working with other Faculty Heads as a dynamic collaborative group to develop the Academy strategically.
2. Line management of faculty colleagues
3. To work as a team member, identifying opportunities for working with colleagues and sharing good practice.
4. To set an example to students and colleagues in work ethic, conduct, dress code, punctuality and attendance and promoting and celebrating the ethos of the Academy
5. Leading the development of a learning culture within the faculty
6. Anticipating, planning and making provision for future demands
7. Identifying the need for and leading the process of innovation, change and improvement.
8. Providing challenge, support and help to all members of the faculty to ensure that it is succeeding in meeting the needs of learners in respect of improving standards.
9. Managing a continuing professional development policy within the subject area.
10. Ensuring that all newly qualified teachers and new staff to the faculty are properly prepared to work within the subject through induction and oversight during their first year.
11. Constructing and updating the faculty handbook and other documentation required.
12. To take responsibility for one’s own professional development and keeping up to date in subject expertise and teaching skills.
13. To maintain effective working relationships with teaching and support staff.
14. To be a form tutor to a group of students and be responsible for the pastoral care as appropriate.
15. To keep an accurate register of attendance and encourage excellent punctuality and attendance.
16. To liaise with parents as appropriate.

**General**

1. Working with other faculty leaders, within the Academy, locally and further afield, to explore and share best practice
2. To be committed to the development and implementation of the Academy Ethos, Vision, Policies and Practice.
3. To comply with the requirements of the Data Protection Regulations and ensure confidentiality is maintained
4. Ensure appropriate responses in respect of child protection and safeguarding issues.
5. To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
6. Undertake such other duties as may be reasonable requested by the Headteacher and/or Chief Executive.

**Other features of the Post:**

This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

**JOB DESCRIPTION REVIEWED AND AGREED**

Signed ……………………………………………………………… Date ……..…………

**PERSON SPECIFICATION:**

|  |
| --- |
| The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-A = Application I = Interview P = Presentation T = Test |
|  | Essential | Desirable | Assessment Stage |
| **QUALIFICATIONS – certificates will need to be produced** |
| Good degree in relevant subject area | X |  | A |
| Teaching qualification | X |  | A/I |
| QTS Status | X |  | A/I |
| **KNOWLEDGE, UNDERSTANDING AND EXPERIENCE** |
| Secondary Classroom experience | X |  | A/I |
| Experience as assistant head of faculty/ head of faculty |  | X | I |
| Awareness of strategies available to improve the learning and achievement of all students | X |  | A/I |
| Evidence of successful leadership and management including project management and people management |  | X | I |
| Ability to use student-level data to set ambitious individual and team targets | X |  | I |
| Successful in improving standards of teaching and learning |  | X | I |
| Good understanding of curriculum developments within subject area | X |  | I |
| Finance and resource management experience |  | X | I |
| Contribution to raising standards in teaching and learning to improve achievement |  | X | A/I |
| Ability to use a range of teaching and learning strategies | X |  | A/I |
| Knowledge of current issues and developments in education | X |  | A |
| Confident user of standard IT packages, particularly when used to enhance student learning | X |  | A/I |
| Interest and participation in extra-curricular activities |  | X | A/I |
| **PERSONAL AND PROFESSIONAL QUALITIES** |
| Commitment to supporting learning | X |  | I |
| Organised and methodical approach | X |  | A/I |
| Proven positive impact on team dynamics and development |  | X | I |
| Ability to share knowledge/ skills with all ranges of abilities | X |  | A/I |
| Ability to meet targets and deadlines | X |  | I |
| Enthusiastic and engaging approach | X |  | A/I |
| Ability to work collaboratively as part of a team and on own initiative | X |  | A/I |
| Creative in problem solving and willing to take on and try new approaches and ideas | X |  | A/I |
| Able to relate to students in a pleasant and sympathetic manner and recognise potential child safeguarding issues | X |  | A/I |
| Able to communicate with students and their parents/ guardians both verbally and in writing | X |  | A/I |
| Capacity for hard work and the ability to overcome challenges pragmatically | X |  | A |
| Able to challenge and motivate others to improve performance | X |  | I |
| High standards of integrity and a positive role model for students and staff | X |  | I |
| **OTHER REQUIREMENTS** |
| Full driving licence/ability to travel  |  | X | A |
| Commitment to the safeguarding policy and principles of the Academy Trust | X |  | I |