Drapers' Academy

Job Description

Job Title: Deputy Head of Faculty

Grade: Main Scale plus TLR.

Work Pattern: Full Time

Reports To: Head of Faculty

Staff Managed (if any): State or None

In addition to the requirements of a class teacher and any other agreed responsibilities, Deputy Heads of Faculty (DHoF) are required to support the smooth running of the Faculty by taking on appropriate and agreed responsibilities, and deputising for the HoF in their absence.

Main Duties and Responsibilities

These could include some of the following:

- Curriculum development.
- The quality of teaching and learning in the faculty.
- Pupil progress and achievement in the subjects taught by the faculty.
- Overseeing the quality of assessments and reports produced by the faculty.
- Appointing and inducting new staff to the faculty.
- Promoting/providing subject-based CPD for staff in the faculty.
- Performance management of staff in the faculty.
- Promoting the profile of the faculty within the school.
- Participating in line/middle leadership meetings if the HoF is unable to attend.
- Implementation of faculty and school policies.
- Pupil behaviour – in accordance with the school's discipline policy.
- Arranging visits, speakers and other subject-based extracurricular activities.
- Providing appropriate support for student teachers working within the department.
- Ordering faculty resources.

- Ensuring that faculty areas and shared circulation spaces are tidy and that displays are regularly changed and are maintained to a high standard.
- Making a contribution to the maintenance of the school ethos.
- Sharing their expertise for the benefit of others.
- Acting as role models to colleagues.

Additional duties

- Comply with the Code of Conduct, and all policies and procedures of the MAT and the school, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.