Job Description: Faculty Leader

**Title: Faculty Leader**

**Salary Grade: Leadership Spine: Range L10 – L12**

**Responsible to: SLT Line Manager**

**General Description: • To provide professional leadership and management for each subject in the Faculty to secure high quality teaching and learning, effective use of resources and improved standards and achievement for all students.**

**• To contribute as a senior school leader to the Extended Leadership Team (ELT) of the school.**

**Key Tasks and Responsibilities of a Faculty Leader**

|  |  |
| --- | --- |
| **1.** | **Key Tasks of a Faculty Leader** |
| 1.1 | To provide **professional leadership and management for each subject in the Faculty to secure high quality teaching and learning, effective use of resources and improved standards and achievement for all students.** |
| 1.2 | To ensure that the subject aims and objectives within the Faculty, are compatible with the school aims and that school policies are promoted and upheld. |
| 1.3 | To be a member of the Extended Leadership Team and to make a significant contribution to the formulation of whole school policy and decision making. |
| 1.4 | To act as an effective communication link between SLT and the Faculty team, ensuring that all subjects are represented within the Faculty at ELT and all decisions are acted upon. |
| 1.5 | To undertake a whole school responsibility designated by the Headteacher, for example, whole school literacy, whole school numeracy or ITT Mentor/Induction of new staff. |
| 1.6 | To provide effective leadership for the Assistant Faculty Leader, teachers and non-teachers within the Faculty. |
| 1.7 | To develop a comprehensive curriculum offer of subjects within the Faculty, in line with whole school objectives and which meets the needs of all students, developing schemes of work and learning strategies, liaising with the Head of Inclusion and faculty staff. |
| 1.8 | To monitor and evaluate the work of staff across the Faculty in accordance with school policy by:   1. Monitoring the quality of teaching and learning within the Faculty 2. ensuring that colleagues are covering the syllabus and following schemes of work; 3. monitoring teachers’ planning; 4. observing lessons; 5. ensuring that homework is set and recorded and all work is marked in accordance with school and subject policy. |
| 1.9 | To model effective teaching to other members of the Faculty team. |
| 1.10 | To ensure a continuing focus on learning |
| 1.11 | To support and monitor the production of Faculty handbooks or guides (for example, the DWFS) to provide clear guidance on policies and procedures to be followed in the Faculty. |
| 1.12 | To continue to develop work on methods of assessment for learning within the Faculty to fit in with the School Assessment Policy; support Faculty staff in monitoring the production of students’ progress reports and reviews in accordance with published due dates; support faculty staff in ensuring that accurate records of each student’s attainment and progress are kept; and, support faculty staff in ensuring the effective setting and marking of internal examinations/ assessments. |
| 1.13 | To line manage and performance manage the Assistant Faculty Leader and other staff within the Faculty, in conjunction and agreement with the SLT line manager. |
| 1.14 | To support staff in developing the highest standards of teaching and learning by:   * Ensuring the highest professional standards are employed by all team members * Supporting any members of the faculty who are experiencing professional difficulties. |
| 1.15 | To support the Assistant Faculty Leader in carrying out the wider process of performance management within the Faculty. |
| 1.16 | To identify needs for CPD for the Assistant Faculty Leader and Faculty staff, overseeing the professional development of staff and ensuring that CPD links to the whole school priorities and individual staff development. |
| 1.17 | To produce a Faculty Development Plan in line with the whole school priorities and the School Development Plan. |
| 1.18 | To work effectively with the Key Stage Leaders and Head of Inclusion to ensure a team based approach to pastoral issues. |
| 1.19 | To establish appropriately high levels of expectation and good standards of behaviour within the Faculty by ensuring consistency in the use of the PD system across the Faculty. |
| 1.20 | To promote reflection and collaboration as methods of improving the learning across the Faculty. |
| 1.21 | Encouraging and supporting the effective use of ICT as a tool for learning and administration. |
| 1.22 | To instigate discussion about the development of new methods of teaching, course enrichment, cross curricular links, literacy, numeracy, citizenship, enterprise and ICT across the Faculty. |
| 1.23 | To liaise with the Senior Leadership Team re: timetable allocation, and student groupings. |
| 1.24 | To attend meetings of the Extended Leadership Team and other meetings when appropriate, contributing and presenting on Faculty Leader responsibilities. |
| 1.25 | Managing the Faculty budget in line with school protocols. |
| 1.26 | To contribute to the planning and development of whole school policies, and to have responsibility for their implementation within the ELT. |
| 1.27 | Participating in staff selection processes and any other duties which may reasonably be given to him/her by the Headteacher. |
| 1.28 | To undertake any other specific or time limited leadership or management duties as directed by the Headteacher. |
| **2.** | **Aptitudes** |
|  | Ability to: |
| 2.1 | Bring the best out of staff within the responsibilities of the post. |
| 2.2 | Communicate effectively with staff, students and parents. |
| 2.3 | Work under pressure. |
| 2.4 | Organise and develop effective systems. |
| 2.5 | Relate well to young people. |
| 2.6 | Engender trust and respect from students and colleagues. |
| 2.7 | Prioritise and plan to ensure completion of tasks. |
| 2.8 | Take initiative and work independently. |
| 2.9 | Take responsibility for personal CPD needs. |
| 2.10 | Work well as part of a team. |
| 2.11 | Evaluate achievements and deliver improvement. |
|  |  |
| **3.** | **Skills** |
| 3.1 | Ability to hold members of the faculty team to account. |
| 3.1 | Highly effective classroom practitioner. |
| 3.2 | High level of ICT competence. |
| 3.3 | Negotiations and counselling. |
| 3.4 | Time planning. |
| 3.5 | Problem solving. |
| 3.6 | Excellent communicator. |
|  |  |
| **4.** | Characteristics |
| 4.1 | Upholds the ethos and policies of the school. |
| 4.2 | Excellent attendance record. |
| 4.3 | Sense of humour. |
| 4.4 | Committed to achieving success. |
| 4.5 | Willingness to be flexible and work to meet the best interests of the school. |
| 4.6 | Self-motivated. |
| 4.7 | Team worker. |
| 4.8 | Energy, vigour and perseverance. |

Job Description

22 May 2017