**Job Context**

**Assistant Head teacher – Head of Faculty (L9-11)**

**Purpose**

The post holder will take responsibility for the provision and outcomes for an individual faculty and the subjects contained within it. You will be a member of the schools Extended Leadership Team and line manage one Deputy Head of Faculty and two Assistant Heads of Faculty (Nevill campus and Valley campus). You will also be expected to lead on additional whole school responsibilities as appropriate.

**Structure**

**Assistant Head teacher Job Description**

**Job Title:** Assistant Head teacher – Head of Faculty (Humanities)

**Accountable to:** Deputy Head teacher

**The Assistant Head teacher will:**

* Undertake the normal responsibilities of the class teacher;
* Be a member of the extended senior leadership team;
* Assist the Head teacher in leading and managing the school;
* Undertake such duties as are delegated by the Head teacher;
* Play a major role under the overall direction of the Head teacher in promoting, developing and reviewing the School Improvement Plan and the aims and objectives of the school by:
  + promoting the policies through which they shall be achieved;
  + leading and managing staff and resources;
  + monitoring progress towards their achievement.

**Main Tasks**

To lead the Humanities Faculty and a whole school area linked to part of the School Development Plan.

* The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

**Class teacher responsibilities**

* To carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document;
* To carry out the duties of a general class teacher as detailed in the school’s class teacher job description, including some provision for cover of absent teachers;
* To be responsible for teaching across the key stages.

**The internal organisation, management and control of the school:**

To contribute to:

* + Maintaining and developing the ethos, values and overall purposes of the school ;
  + Promoting and developing the aims and objectives of the school and policies for their implementation ;
  + Planning improvement which will translate school aims and policies into actions;
  + Implementing the Local Authority and Governing Body’s policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs;
  + Upholding efficient organisation, management and supervision of school routines.

**Curriculum Development**

* To be responsible for progress and outcomes across both sites.
* To contribute to:
  + The development, organisation and implementation of the school’s curriculum;
  + school policies on curriculum, teaching and learning, assessment, recording and reporting;
  + ensuring that the learning and teaching provided by the faculty and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals;
  + ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school;
  + Ensuring that the individual pupil’s continuity of learning and effective progression of achievement are provided.

**Pupil Care**

* To be responsible for the line management of the Assistant and Deputy Heads of Faculty and other leaders associated with whole school responsibilities.

To contribute to:

* + The development, organisation and implementation of the school’s policy for the personal and social development of pupils including pastoral care and guidance;
  + The effective induction of pupils;
  + The determination of appropriate pupil groupings;
  + The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behavior;
  + The development of culture of independent learning;
  + The handling of individual pupil disciplinary cases.

**The management of staff**

* To be responsible for the line management and performance management of specific leaders;
* To participate in the recruitment and development of teaching and non-teaching staff of the school;
* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures;
* To participate in arrangements for the appraisal of the performance of teachers;
* The provision of professional advice and support and the identification of training needs.

**Relationships**

* To be responsible for fostering positive relationships across the school community;
* To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports;
* To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s educations and wellbeing;
* To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments;
* To develop and maintain positive links and relationships with the community, local organisations and employers.

You must be prepared to implement the Council’s Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Council’s Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.