

Position: Second in Charge of Faculty
Responsible to: Faculty Leader

These responsibilities will be in addition to the General Teacher Pre or Post Threshold Job Description as appropriate to the post holder.

MAIN DUTIES

1. To advise and support the Faculty Leader on the development and implementation across all key stages:
 - * appropriate courses
 - * schemes of work
 - * assessments
 - * data analysis of student progress
 - * teaching and learning strategies
 - * staff development needs
2. To help raise the quality of teaching and learning in the Faculty lessons across all Key Stages
3. Day-to-day management, control and operation of course provision and pedagogy within the Faculty, including effective deployment of staff (including support staff) and other resources across the Colleges
4. To be responsible for examination entries within the Faculty
5. Assist in the raising of student attainment and achievement within the Faculty
6. To support the Faculty Leader in faculty discipline issues
7. To support Faculty Leader in lesson observations, work scrutiny and moderation exercises
8. To keep up-to-date with curriculum and pedagogical development within the Faculty and, in discussion with the Faculty Leader, support staff as appropriate to raise awareness and expertise
9. To participate within the selection process for teaching / support staff posts when required and to ensure effective induction of staff in line with Academy procedures
10. To promote the Academy Specialisms through the Faculty
11. To be accountable for the results within the Faculty

Specific Duties

Duties to be negotiated with Faculty Leader and SLT for the Faculty Area prior to commencement of role.