

JOB DESCRIPTION

Faculty Improvement Leader (Communications)

RESPONSIBLE TO: Principal

MAIN PURPOSE:

- To ensure high standards of provision in the Communications department so that students make very good progress
- To work in partnership with other members of the department and with the Senior Leadership Team in providing a high level of strategic, management and operational direction for the College
- To share with other members of staff the responsibility for setting, maintaining, monitoring and improving standards in the College
- To provide leadership, in the main areas of responsibility detailed below, including planning, monitoring, reviewing and evaluating outcomes in those areas
- To work with other heads of department, to contribute to the success of the college and to ensure improved outcomes

MAIN DUTIES:

- Take overall responsibility for the quality of the curriculum and of teaching and learning in Communications, including the achievement of students
- To monitor and evaluate working practice to ensure that high standards are consistently attained
- Line-manage other members of the Communications department
- Set and review the progress against appraisal targets of Communications staff as detailed in the appraisal chart and policy
- Work with colleagues to promote high standards and individualised approaches to teaching, learning and assessment
- Establish an appropriate and coherent curriculum in Communications, which links to student's prior studies and to recognised progression routes
- Ensure curriculum continuity between Key Stages for all levels of ability
- Work with colleagues to ensure students achieve their individual targets

- Analyse individual progress and, where necessary, establish intervention strategies or celebrate success
- Make decisions on appropriate student groupings to ensure quality learning
- Ensure the environment within Communications is conducive to good learning
- Support staff in maintaining high standards of behaviour for learning in Communications
- Support and organise the training and development of members of the Communications team
- Ensure smooth individualised transition of new students
- Manage and monitor the Communications budget
- Ensure that Communications is appropriately resourced
- Share best practice and information with colleagues
- Support and challenge staff adherence to professional standards
- Be responsible and accountable to the Principal for all matters relating to Health and Safety, staff well-being, facilities, use and development of ICT systems within the department
- Be mindful of safeguarding procedures in supporting the welfare of our young people
- Identify priorities for improvement and incorporate these into an action plan
- To work with the teachers and maths leaders in the Trust schools to ensure a smooth transition across phases and to develop a common approach to delivering curriculum from early years to KS5

SUPERVISION AND MANAGEMENT:

The jobholder has regular responsibility for supervising staff within the department.

KNOWLEDGE/SKILLS:

The jobholder will have a track record for achieving excellence and will possess the necessary skills to deliver high quality lessons.