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**JOB DESCRIPTION – HEAD OF FACULTY**

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| PAY RANGE: | Leadership 1-6 |
| ACCOUNTABLE TO: | Designated member of SLT |

The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the requirements of the post of Team Leader at Colchester Academy, along with the particular duties expected of the post holder have been set out below.

**Leadership and Management**

* Strategic direction and development of the team within the context of the Academy’s aims and policies.
* To invite the faculty link governor to visit the team at least once each academic year.
* To lead teachers and relevant support staff in order to see an improvement in teaching and standards of attainment within the team.
* To play a major role in the development of Academy policy and practice.
* To manage the Team budget in accordance with current financial regulations.

**Quality of Teaching and Learning**

* To create an effective learning environment through efficient use of resources and support.
* To be responsible for the highest standards of teaching and learning in the team through monitoring,

evaluation and planning.

* To promote positive attitudes to learning through ensuring high quality teaching and consistent implementation of the Academy’s Behaviour Policy.
* To be accountable for the highest standards of student achievement within the team.
* To ensure that faculty assessments provide accurate data on student performance.
* To ensure teachers within the team know the prior learning and achievement of individual students.
* To use data effectively to monitor students progress and set appropriate targets for improvement.
* To ensure all staff in the team follow procedures outlined in the Academy Teaching and Learning policy.
* To provide reports and analysis as required.
* To deploy Learning Support Assistants appropriately to ensure all students are able to progress

**Curriculum Development**

* In the case of staff absence ensure that cover work promotes good quality teaching and learning.
* To keep up to date with current thinking/legislation regarding the work of the faculty and disseminate this to relevant parties.
* To ensure Schemes of Work are in place, up to date and reviewed annually.
* To ensure progression and continuity between Key Stages (including KS2).
* To produce an annual Faculty Development Plan that reflects the curriculum development, the aims and current Academy priorities.
* To ensure effective deployment of resources and efficient use of capitation.

**Staff Development**

* To participate fully in the Academy’s Performance Management system.
* To seek out and promote appropriate training and development for all members of the faculty.
* To seek and participate in professional development relating to Whole Academy issues and career development.



**Health and Safety**

* To ensure the health and safety of staff and students when in the (subject) area.
* To be responsible for carrying out risk assessments in relation to health and safety.

Other

* To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.
* Perform other duties as assigned
* Maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Trust reserves the right to revise this job description at any time.

Acknowledgement of Receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Bright Tribe Trust.

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| **Signed:** |  |
| **Name (please print):** |  |
| **Date:** |  |

*The Bright Tribe Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.*

Bright Tribe Trust is an Equal Opportunities Employer