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**HEAD OF FACULTY**

The Head of Faculty is the line manager of their team of teachers, responsible for organising, monitoring and appraising the complete work of each Faculty member. They lead a team of teachers and support staff to operate as an effective group, setting high professional standards and expectations. The Head of Faculty will be primarily responsible for monitoring the outcomes of learning of students within their subject areas.

Their major responsibilities will be: -

**Quality of learning**

 Monitoring the quality of learning through classroom observation, work sampling and analysis of the outcomes of learning

 Establishing and monitoring achievement targets for each subject and each class

 Ensuring that teachers know the prior learning and achievement of the students and that teachers know the potential to achieve of the students

 Monitoring the work of the Key Stage Co-ordinators to ensure that effective schemes of work are in place for each course

 Ensuring that academy curriculum policies are enacted within their Faculty

 Supporting the development of the individual members of the Faculty

 Developing the use of new technologies to support effective learning

**Other activities**

 Acting as the second stage in the discipline and support structure for students, after the classroom teacher

**Ethos and Environment**

 Ensuring that the environment and learning resources are stimulating and of the highest standard

 Ensuring a consistent ethos in line with the Plume Academy Code of Practice

 Ensuring that high standards of behaviour are expected and achieved

 Maintaining health and safety procedures

**Staff Development, Resources and Capitation**

 Organising training and chairing Faculty meetings

 Drawing up, in line with the Academy Improvement Plan, the improvement plan for the Faculty

 Deciding the allocation of all resources; human and physical, within the Faculty

 Maintaining overall accounts of capitation and ensuring best value

 Supporting, advising and providing opportunities for individuals in the Faculty to further their personal development

**Whole School**

 To ensure that whole academy policies are implemented

 To undertake any other duties as may be required from time to time by the Principal