**HEAD OF FACULTY – ART & DT**

As a Head of Faculty, you will be expected:

* To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
* To evaluate and report on pupil progress and development within the faculty subject areas.
* To develop and enhance the teaching practice of others.
* To be accountable for leading, managing and developing the subject/curriculum area.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support faculty development.
* To be a line manager to the Art & DT Teachers
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the faculty, in accordance with the aims of the School and the curricular policies determined by the Principal in conjunction with the Senior Academic Committee

**JOB DESCRIPTION**

**Operational/ Strategic Planning**

* To develop and review syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
* To oversee day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.
* To actively monitor and follow up pupil progress
* To implement School Policies and Procedures, e.g. Discipline, Health and Safety etc.
* To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
* In conjunction with the IT services Manager to foster and oversee the application of ICT in the Faculty.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in line with national requirements and are updated where necessary, therefore liaising with the Facilities Manager.

**Curriculum**

* To liaise with the Heads of School to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the aims, objectives and strategic plans of the School.
* To be accountable for the development and delivery of the Faculty’s curriculum.
* To keep up to date with and respond to international developments in the subject area and teaching practice and methodology.

**People management:**

* To work with Senior Academic Committee and the Academic Coordinators to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To consult Human Resources on employment relations matters.
* To be responsible for the efficient and effective deployment of the Faculty's support staff.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated faculty.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty, liaising with the cover coordinator/relevant staff to secure appropriate cover.
* To participate in the recruitment process for teaching posts when required
* To promote teamwork and to motivate staff to ensure effective working relations.
* To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.

**Quality Assurance:**

* To establish the process of the setting of targets within the faculty and to work towards their achievement.
* To support common standards of practice within the faculty and develop the effectiveness of teaching and learning styles.
* To contribute to the School procedures for lesson observation.
* To seek/implement modification and improvement where required.
* To ensure that the Faculty's quality procedures meet the requirements of the School.
* To produce an annual examinations analysis and faculty review as part of the School’s self-evaluation cycle.
* To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget.
* To work with Senior Academic Committee and the Administration Team in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.

**Management Information:**

* To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
* To analyse and evaluate, with the faculty, performance data provided and take appropriate action in response.

**Communications:**

* To ensure that all members of the faculty are familiar with faculty aims and objectives within the framework of the School.
* To disseminate information from meetings of the Senate.
* To ensure effective communication/consultation as appropriate with the parents of pupils.
* To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as required.
* To represent the faculty’s views and interests.

**Marketing:**

* To contribute to the School marketing activities coordinated by the Administration Manager, e.g. aid in the collection of material for press releases, the School website, social media site and magazine.
* To lead the development of effective subject links with the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Information Evenings and other events.

**Pastoral System:**

* To ensure the School Discipline Policy is implemented in the faculty so that effective learning can take place.
* To monitor and support the overall progress and development of pupils within the faculty.
* To monitor pupil attendance together with pupils' progress and performance, with the Class Tutor and Head of School, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To report any medical or affective conditions that are observed by faculty staff to the School Nurse and the Heads of School.
* To contribute to TOK, PreCAS and other cross-curricular learning activities according to School policy.

**Teaching:**

* To undertake an appropriate programme of teaching in accordance with the duties outlined in the Job Description – Teacher.

**Other Specific Duties**:

* To play a full part in the life of the School community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
* To continue personal professional development as agreed.
* To engage actively in the performance review process.
* To comply with the School’s Health and Safety policy and undertake risk assessments as appropriate.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the School and the professional development of the staff.

The successful candidate should possess the job specification as outlined below:

EDUCATION

* A degree or any relevant qualifications pertaining to the nature of the job
* PGCE

KNOWLEDGE

* Thorough knowledge and understanding of subject area(s)
* Variety of management, teaching and assessment strategies
* Experience in Teaching either Art or DT at IGCSE and A level & IB
* Appropriate disciplinary techniques

SKILLS

* Excellent ICT skills
* Excellent written and verbal skills
* Excellent interpersonal skills including the ability to relate to people on all levels with Emotional intelligence
* Effective Leadership
* People management skills
* Planning, confidentiality, efficiency, problem solving

WORKING HOURS:

07:30 – 16:00 (Monday to Friday)

Please send full CV and cover letter to [careers@northfieldsinternational.school](mailto:careers@northfieldsinternational.school) by 15th April 2018.