

JOB DESCRIPTION

POSITION:	Head of Faculty
GRADE:	MPS/UPS + TLR 2.1
SCHOOL:	Highbury Fields School
RESPONSIBLE TO:	Leadership Team Line Manager
RESPONSIBLE FOR:	Computer Science

PURPOSE OF THE POST

- This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.
- To raise standards of teaching, learning, attainment and achievement within the faculty and ensure the academic, intellectual, spiritual, moral and physical well being of the students
- The post:
 - a) is focussed on teaching and learning
 - b) requires the exercise of a teacher's professional skills and judgement
 - c) requires the teacher to lead, manage and develop a subject or curriculum area
 - d) has an impact on the educational progress of students other than the teacher's assigned classes or groups of students
 - e) involves leading, developing and enhancing the teaching practice of other staff

MAIN RESPONSIBILITIES

These responsibilities are to be taken as additional to the responsibilities and expectations of main scale teachers within the school which the post holder is expected to uphold.

1. Strategic

- 1.1 To lead the development of the faculty, in line with the strategic development of the school.
- 1.2 To support and promote school improvement, as expressed in the school vision and development plans.
- 1.3 To be involved in the target setting process for the faculty and the contribution it makes to the achievement of whole school targets.
- 1.4 To represent the faculty at Subject Leader and other meetings, as appropriate.

2. Operational

- 2.1 To lead the day to day management of the faculty, ensuring consistency in the implementation of school policy and procedure.
- 2.2 To lead faculty meetings, ensuring that the agenda is dominated by learning and teaching issues.
- 2.3 To maintain an up to date Faculty Handbook and schemes of work that reflect all appropriate DCFS, LA, school and examining body requirements and policies.
- 2.4 To complete subject self evaluations and reports as required.
- 2.5 To ensure that the administration and management of the faculty is efficient and effective, with all faculty staff being fully aware of all appropriate procedures

- and other administrative matters.
- 2.6 To develop and promote extra-curricular opportunities for students in order to enhance students learning experiences.
- 2.7 To effectively address gaps in the attainment of underachieving students so that all students make good or better progress.

3. Learning and Teaching

- 3.1 To ensure the delivery of an appropriate, comprehensive and high quality curriculum, in line with all statutory requirements and in support of the school improvement agenda.
- 3.2 To lead curriculum development within the faculty.
- 3.3 To be aware of current developments within the subject area and teaching and learning generally, ensuring that the faculty is at the leading edge of performance and practice.
- 3.4 To implement strategies for raising and maximizing attainment within the faculty.
- 3.5 To ensure that the subject is delivered in an effective manner, using new and emerging technologies as appropriate.
- 3.6 To be responsible for student performance and behaviour within the faculty, supporting other staff in the pursuit of excellence and the promotion of school curriculum and behaviour policies and to maintain a high profile in doing so.
- 3.7 To use performance and assessment data to raise student attainment and achievement.
- 3.8 To ensure that cross-curricular areas are effectively delivered, including literacy and numeracy.
- 3.9 To ensure that, where appropriate, teaching within the faculty contributes to the personal, social and health education of students.
- 3.10 To promote the five priorities of 'Every Child Matters' through the work of the faculty.
- 3.11 To liaise with other staff regarding the progress of individual students and groups.
- 3.12 To liaise with parents, as necessary and in accordance with school policies, regarding the progress and performance of their children.

4. Staffing & resources

- 4.1 To be responsible for the efficient and effective deployment of all staff working within the faculty.
- 4.2 To undertake performance management reviews for identified members of the teaching and support staff working within the faculty.
- 4.3 To contribute to the recruitment of new members of staff to the faculty.
- 4.4 To be responsible for the induction of new members of staff in the faculty, liaising the Leadership Team.
- 4.5 To promote teamwork and effective working practices within the faculty.
- 4.6 To be responsible for the day to day management of staff within the faculty.
- 4.7 To make arrangements for classes when staff are absent, ensuring appropriate work is provided and supporting staff covering classes.
- 4.8 To ensure that the faculty is appropriately resourced and that capitation and other sources of funding are used to promote both the efficient day to day running of the faculty and the raising of student attainment.
- 4.9

5. Monitoring & evaluation

- 5.1 To monitor the work of members of staff working within the faculty including the setting, recording and follow up of homework.
- 5.2 To observe staff teaching within the faculty, reporting on the observations to the member of staff observed and the faculty line manager.
- 5.3 To monitor the work of students through, for instance, scrutiny of class and homework, assessment data and dialogue.
- 5.4 To ensure that all appropriate school policies are followed.

- 5.5 To contribute to the school's self-evaluation procedures, including faculty reviews and the faculty's self evaluation.
- 5.6 To complete an annual team review and faculty development plan, in line with both the school improvement plan and specific faculty priorities.
- 5.7 To provide information, data and reports on the performance of the faculty to the Headteacher, Leadership Team and Governing Body, as required.

6. Accountability

- 6.1 To be accountable to the Headteacher and Governing Body for the work of the faculty.

PERFORMANCE STANDARDS

- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.
- To ensure that all appropriate health & safety checks, including risk assessments, and procedures are updated and carried out effectively.

ADDITIONAL RESPONSIBILITIES

To undertake such additional responsibilities as may, from time to time, be considered to be reasonable and required by the Headteacher.

Signed ----- Date -----

PERSON SPECIFICATION

POSITION: Head of English Faculty

GRADE: MPS / UPS + TLR 2.2

RESPONSIBLE TO: Deputy Headteacher in charge of learning and teaching

CRITERIA

You must demonstrate on your application form that you meet the following essential criteria.

REQUIREMENTS

**EDUCATION AND
EXPERIENCE**

**SKILLS,
KNOWLEDGE**

AND ABILITIES

ESSENTIAL CRITERIA

- E.1. Qualified Teacher Status and evidence of appropriate subsequent in-service training.
- E.2. Good Honours Degree or equivalent in relevant subject.
- E.3. Proven successful teaching experience preferably across KS3, KS4 and KS5 and in at least one inner city multi-cultural school.
- E.4. Proven experience of leading and managing curriculum change at an appropriate level in a school as well as an ability to administer departmental resources efficiently.
- E.5. Proven experience of high standards of classroom practice and of teaching area of responsibility.

Personal Qualities

- E.6 Evidence of the personal and intellectual qualities required to set an example to others and to lead a team.
- E.7 Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.

Commitment to Excellence

- E.8 Evidence of a commitment to excellence and the maximising of academic and personal achievement for all students.

Interpersonal Skills

- E.9 Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required.

Communications

- E.10 Evidence of the ability to communicate clearly both orally and in writing with students, parents and colleagues.

Educational and Curriculum Matters

- E.11 An understanding of the different ways in which children learn and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child.
- E.12 Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment.
- E.13 Evidence of the ability to organise successfully the curriculum for a class of students of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.
- E.14 A thorough knowledge of the area of responsibility including its specific requirements in relation to the National Curriculum and learning strategies for children of all abilities.
- E.15 Evidence of good general knowledge of the requirements of the National Curriculum.

Performance Review

- E.16 Evidence of the ability to define effective measures for the performance of students and classes and to keep these measures under systematic review.

Record Keeping

- E.17 Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within the school.

Behaviour and Ethos

- E.18 Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well ordered and self disciplined behaviour throughout the school.

Health and Safety

- E.19 An understanding of the responsibility of the class teacher with regard to the health and safety of students in their care.
- E.20 Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- E.21 Ability to deliver services to customers meeting the school's standard for customer care.
- E.22 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E.23 A commitment to deliver services with the framework of the school's equal opportunities policy.