

St Paul's Catholic School

Faculty Leader

Foreword.

Our Mission Statement places Christ at the heart of our life and work. We show our commitment to its achievement by proceeding with confidence and optimism, believing that we can achieve success with and for all of our students. We strive to enable each one to see and to become the best person she or he can be.

Teaching and learning in their fullest and richest senses are the central activities of School. They enable our students to grow in self-esteem and to achieve their best performance. Teachers as individuals and members of a team work to ensure that teaching and learning are of the highest quality possible. Their consistent planning, assessment, monitoring and evaluation are crucial to ensuring the effectiveness of their own work and that of their students. Student's good practice and improving skills through continued professional development enable teachers to improve their effectiveness and to achieve personal professional satisfaction.

Post Title.

Head of Faculty

General Profile:

The Head of Faculty will have a high level of knowledge and expertise in the subject and will be the 'Leading Professional' in terms of leadership and management within the subject. The Head of Faculty will have high expectations of teaching and learning and set an example of excellence in classroom practice and the quality of teaching and learning which takes place throughout the Faculty in order to enable all students to achieve personal best standards. As with all Heads of Faculty, he/she will place a key role in supporting, guiding and motivating the work of others. He/she will encourage distributive leadership within the team by appropriate delegation. He/she will encourage distributive leadership within the team by appropriate delegation. He/she will establish clear roles in the team and monitor their effectiveness so that teachers and students enjoy the benefits in terms of enhancing practice in the classroom. He/she will evaluate the effectiveness of all aspects of teaching and learning in the subject, as well as progress towards targets. He/she will use the knowledge gained to inform future planning, establish priorities and set new targets. He/she will be able to plan strategically in relation to the School's priorities and to contribute positively to the School Improvement Plan.

All points listed below are in addition to the Job Description of the Main Scale Teacher.

Purposes:

- To raise standards of student attainment and achievement within the Faculty and to monitor and support student progress.

- - To be accountable for student progress, development and achievement in the Faculty.
 - To develop and enhance through good example and clear leadership the expertise of all staff within the Faculty.
 - To develop and enhance the learning environment and resources.
 - To be accountable for the provision and development of an appropriately broad, balanced, relevant and differentiated Faculty curriculum for students in accordance with statutory requirements, the aims of the School and the curricular policies determined by the Governing Body and Headteacher of the School.
- - To deploy and manage effectively teaching and Support Staff and financial and physical resources of the Faculty.
 - To ensure that effective organisation and administrative procedures are in place which are designed to support the work of all staff and students.

Reporting to: Line Manager in Leadership Team

Responsible for: Teaching staff and other relevant personnel in the Faculty.

Liaising with: Headteacher, other members of SLT, other Heads of Faculty, Student Support Services, relevant staff with cross -School responsibilities, relevant Support Staff, L.A. personnel, visiting I.T.T. tutors and parents.

Working time: 195 days per year. Full time.

Salary/grade TLR 1c

MAIN DUTIES

Operational Management and Strategic Planning:-

- To lead the development and consistent implementation of appropriate syllabuses, resources, schemes of work, marking policies, assessment and learning and teaching strategies in the Faculty.
- To organise the day-to-day management, control and operation of course provision within the Faculty, including effective deployment of staff and physical resources.
- To monitor student progress and respond purposefully and formatively to findings.
- To implement School policies and procedures, eg those relating to equality of opportunity and behaviour management.
- To be responsible for the quality of appearance of the learning environment throughout the Faculty.
-
-

- To work with colleagues within the Faculty and in Senior Leadership to formulate clear and precise improvement plans for the short, medium and long term, based on effective self-review processes with clear success criteria and time lines. These plans will be consistent with the Aims and Mission Statement of the School and will cohere with the School Improvement Plan.
- To ensure that work in the Faculty fully reflects the School's distinctive ethos and values.
- To lead the development of effective subject links with feeder primary schools and to promote the subject effectively to parents at events such as Opening Evening.
- In conjunction with the SENCO and Learning Support staff to ensure the implementation of I.E.P.s and other specific plans for students.
- In conjunction with the I.C.T. lead, to develop and oversee the application of I.C.T. in the Faculty.
- To ensure that standards of numeracy across the curriculum are monitored and improved.
- To ensure that standards of literacy and use of language for learning are consistently monitored and improved.
- To ensure that Health and Safety policies and practices, including risk assessments, are consistent with national requirements and are updated where necessary, in liaison with the School's Health and Safety Co-ordinator, and to ensure that good practice is implemented consistently.

Curriculum Provision and Development:-

- To liaise with Line Manager, Deputy Head and Headteacher to ensure the delivery of an appropriate, comprehensive curriculum programme of high quality. The programme must complement the School Improvement Plan and be cost effective.
- To be accountable for the development and delivery of Mathematics education to all students.
- To attend meetings related to the School's curriculum and to submit items for discussion where appropriate.
- To keep up to date and monitor developments within the subject area at national, regional and local level and evaluate how they might affect student learning and teaching methodologies.
- To maintain accreditation with relevant examination and validating bodies.
- To ensure that the development of the Faculty is in line with national developments.

Examinations:-

- In liaison with the relevant Senior Leader and Examinations Officer, to identify the necessary curriculum and organisational requirements for internal and public examinations.
- To ensure that Mathematics staff are aware of all procedures related to examination requirements including documentation, deadlines, moderation etc.

Staff Development and Deployment:-

- To work with SLT to ensure that staff development needs, including the Head of Faculty's own, are identified and that appropriate programmes are provided to meet such needs.
- To build constructive relationships within the team and to foster a climate of achievement and success within the team.
- To encourage and assist staff with building constructive relationships with students.
- To be responsible for the efficient and effective deployment of the Faculty's Support Staff.
- To ensure that Annual Appraisal Reviews are undertaken for all teachers and Support Staff within the Faculty, and to act as reviewer for a group of staff within the Faculty.
- To make appropriate arrangements for classes when staff are absent.
- To participate in the interviewing process for teaching posts as required and to ensure that arrangements are in place for adequate induction of new staff in line with the School's policies.
- To promote teamwork and to motivate staff to ensure that there are effective working relationships conducive to the achievement of the School's Aims and the Faculty's targets.
- To participate in the School's I.T.T. programme.
- To be responsible for the day-to-day management of staff within the Faculty and to act as a positive role model.

Teaching, Learning and Student Achievement:-

- To establish common standards of practice and develop the effectiveness of teaching and learning styles within the Faculty.
- To evaluate regularly and give feedback on the quality of teaching and learning through established Annual Review and lesson observation procedures.

- To have a clear policy for assessment, formative and summative, and to ensure that it is used to set challenging targets for each student and cohort. Assessment practices must enable judgements to be made in relation to groups of students, eg by gender, ethnicity, ability. Such practices should also be used to inform decisions on teaching styles and methodologies.
- To generate a culture of discussion of good practice in relation to teaching and learning in order to enhance the quality of provision and to promote student achievement.
- To ensure that the 'meeting of individual needs' is implemented effectively within the Faculty.
- To ensure that throughout the Faculty there are clear targets for student achievement that are set and evaluated within the team.
- To ensure that appropriate action is taken to ensure that targets are met or exceeded.

Self-Evaluation and Quality Assurances:-

- To implement effective quality control procedures which should address teaching and learning, adherence to curriculum provision, quality and safety of resources, the learning environment etc.
- To ensure that the School's self evaluation procedures are followed consistently with regard to the setting of objectives and identification of INSET needs and to check at appropriate times on progress towards their achievement.
- To monitor and evaluate the overall quality of education provided for students within the Faculty.
- To ensure that student performance data (internal, local and national) is carefully analysed and evaluated in order to inform policy and practice and to use as checks/benchmarks against performance.
- To use analysis to identify where changes might be made to improve performance.
- To draw up action plans which identify processes, success criteria and deadlines and to review the progress of these actions.
- To ensure that the Faculty's quality assurance meet the requirements of Self Evaluation and Improvement Planning.

Communications:-

- To ensure that all members of the Faculty are familiar with its aims and objectives.
- To ensure effective involvement and consultation as appropriate with the parents of students.

- To liaise with primary schools, FE and HE, Industry, examination boards, awarding bodies, the L.A. and other relevant external bodies.
- To provide the SLT and Governing Body, as required, with relevant information and reports related to the development of the Faculty and examination performance including value added data.
- To represent the Faculty's views and interests within School and beyond as required.

Management of Resources:-

- To manage the available resources of staff, space, money and equipment efficiently, including deploying the Faculty's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the relevant Deputy to ensure that the Faculty's teaching commitments are effectively and efficiently timetabled, and appropriately roomed and resourced.

Pastoral Welfare:-

- To monitor and support the overall progress and development of students within the Faculty.
- To monitor student attendance, progress and performance in relation to targets set for each individual, ensuring that follow up procedures are implemented in accordance with School policy and appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outline in the generic job description.
- To ensure the School policies on the Code of Conduct, Uniform, rewards and sanctions and Behaviour Management are implemented within the Faculty so that effective teaching and learning can take place and teachers and students can enjoy the satisfaction of making good progress.

Teaching:-

- To undertake an appropriate programme of teaching in accordance with the duties of a Main Scale Teacher.

Additional Duties:-

- To play a full part in the life of the School community, supporting its distinct mission and ethos.

Duties:-

- To encourage and ensure that staff and students follow this example within the Faculty.

Other Specific Duties:-

- - To continue own professional development.
 - To engage actively in the Annual Review process.
 - To undertake any other duty as specified by S.T.P.C.D. not included in the above.
- - Every effort has been made to explain the main and responsibilities of the post, but each individual task required may not be identified.
- - Staff will be expected to comply with any reasonable request from Senior Leadership to undertake work of a similar level that is not specified in this job description.
- - Staff are expected to be smartly dressed, courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.
 - The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for employment opportunities to disabled job applicants or continued employment for any member of staff who develops a disabling condition.

Note:-

- This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: March 2019