**Job Description**

**Post: Head of Faculty**

**Purpose**

To challenge educational and social disadvantage by working with the Senior Leadership Team to achieve the highest possible standards and preparing all our students to lead successful lives.

**Duties and Responsibilities**

* In consultation with the Senior Leadership Team, plan, design and produce teaching materials and resources that are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
* Identify and act upon department priorities in collaboration with line management in order to build and lead a cohesive and highly effective team.
* Manage and maintain an effective quality assurance process.
* Complete review documentation including department data analysis and subsequent planning.
* Facilitate the exceptional progress and well-being of any individual or group of students.
* Lead weekly team meetings.
* In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students to facilitate progression in students’ learning.
* Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
* Support the management of behaviour within the team: overseeing and completing all duties effectively.
* Ensure that assessment is both regular and thorough and that records of assessment are accurate.
* Provide feedback that moves learning forward.
* Manage the faculty’s classrooms and teaching equipment to create a positive learning environment that makes effective use of available resources.
* Ensure that homework is set, where appropriate, and monitored.
* Complete all exam entry requirements and effectively manage the faculty budget.
* Manage own workload and that of others to allow an appropriate work / life balance.
* Work in effective partnership with other leaders in the Trust.
* Support students throughout the day by fulfilling pastoral responsibilities.
* Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy’s goals and improvement plan.
* Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
* Consistently implement all academy policies.
* Contribute to decision-making and consultation procedures.
* Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
* Carry out any other reasonable duties as requested by the Headteacher.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***