



Academy

INTERNATIONAL BOARDING SCHOOLS

Head of Faculty

JOB DESCRIPTION

(Reporting to: Senior Leadership Team)

The post holder has responsibility for the effective management and coordination of five key areas:

- Leadership and management of ensuring **improving academic progress and attainment** for all students within the faculty.
- Responsibility for **faculty staffing** and fostering a culture of innovative practice and continuous professional development.
- To lead on all areas relating to **faculty curriculum development**, including input into related areas such as staffing, budgeting etc.
- Contributing to the on-going **commercial success** of the school through establishing and maintaining effective relationships both within and outside the EF Academy Group.
- Playing an active role in the growth and improvement of the school as part of our **Middle Leadership Team**.

IMPROVING ACADEMIC PROGRESS & ATTAINMENT - The post holder is responsible for the leadership and management of ensuring improvement in both academic progress and attainment for all students within the faculty through:

- Leading by example in their own classroom by consistently demonstrating a desire to innovate and improve the learning experiences for students, leading to consistently strong student progress and outcomes.
- Consistent and rigorous tracking and monitoring of student performance data, including analysis of different groups of students within the faculty & ensuring these findings are used to support improvements in progress and outcomes.
- To oversee academic interventions and additional support programmes for relevant students & to ensure these are impactful & communicated to Pathway Managers.
- Ensuring all faculty members continually adhere to related policies and procedures (eg. Rewards and sanctions, homework etc) and to actively monitor this, ensuring that records are kept.
- Being able to demonstrate the impact of high quality marking and feedback across the faculty leading to improved student outcomes and performance.
- Management of all elements of faculty assessment and reporting, including the quality and accuracy of students' performance data in accordance with the assessment and reporting calendar.

- Maintaining a continuous and on-going overview of the academic progress of students (individually and in groups) and to regularly share this with colleagues as required.
- Identifying and prioritising areas for improvement within the faculty and ensuring improvements are tracked and evidenced as part of continuous faculty improvement planning.

FACULTY STAFFING - The post holder is responsible for fostering a culture of innovative practice and continuous professional development in the faculty through:

- Motivating staff and guiding them by personal example.
- Creating a culture of regular reflection and sharing of ideas and good practice amongst all faculty colleagues.
- Effective induction of new staff to the faculty, ensuring they are quickly established within the team and school.
- Allocating staff and pupils to teaching groups within the department.
- Regularly visiting lessons and observing student learning within the faculty and using the findings to demonstrate improvement in educational quality.
- Effective line management of faculty staff, including timely completion of any associated documents (eg. Performance management).
- Ensure that all faculty staff continue to access CPD and where possible any effective professional development is shared with colleagues.
- Supporting faculty staff with disciplinary issues and ensuring these are effectively resolved in line with school policy.
- Assisting SLT with all matters relating to faculty staffing, for example through participation in recruiting new colleagues.
- Chairing regular faculty meetings in line with school policy and ensuring that accurate and detailed minutes are available to faculty staff and SLT.
- Providing on-going advice and expertise to all faculty colleagues on how best to support student's in achieving best possible outcomes.

CURRICULUM DEVELOPMENT - The post holder is responsible for leading on all areas relating to curriculum development through:

- Evaluating external examination syllabuses; selecting those most appropriate to the needs and abilities of the pupils.
- Leading the development of the faculty's curriculum to ensure that it continues to meet the needs of all students.
- Ensuring that the range, variety and demands of classwork, homework and internal examinations are appropriate to the needs and abilities of pupils.
- Ensuring that assessment is regular and thorough and that full records of work done by staff and pupils are kept.
- Organising the entry of pupils for external examinations and liaison with the Exams Officer.
- Planning and organising field trips, visits and course work assignments.
- Monitoring the standard of formal reports produced by staff in the department.

- Ensuring that the faculty contributes significantly to the co-curricular/enrichment provision of the school

COMMERCIAL SUCCESS - The post holder is responsible for contributing to the on-going commercial success of the school through:

- Regular communication with colleagues both in school and globally on all matters relating to teaching, learning and curriculum within the school.
- Being available for regular discussions with EF Academy colleagues around the world and to focus on establishing and fostering these relationships.
- Ensuring that all academic references are in line with the school's stated aim to promote access for our students to the best possible universities. This includes supporting the development of high quality personal statements where appropriate.
- Promotion of the faculty through ensuring the physical environment (eg. Displays) are regularly updated and show evidence of a stimulating and high quality academic culture.
- To provide articles for the website, newsletters and external publications that help to promote and market the faculty and its provision.
- Having an efficient system of stock control, including monitoring resources loaned to students & ordering new stock.
- Advising Senior Leadership of departmental budget requests, prioritising areas in which to invest resources.

MIDDLE LEADERSHIP - The post holder is responsible for playing an active role in the growth and improvement of the school as part of our Middle Leadership Team through:

- Supporting the aims and ethos of the school and at all times modelling the very highest levels of professionalism, pedagogy and care of our students.
- To have lead responsibility for inspections and audits for all matters relating to the faculty (for example ISI Educational Quality Inspections).
- Attending and actively contributing to middle leadership meetings as required.
- Developing strong working relationships with other middle leaders to enable effective sharing of best practice.
- Demonstrating high levels of organisation, a strong work ethic and attention to detail as well as a commitment to school improvement.
- Strong inter-personal skills; the ability to form and maintain close professional relationships and the ability to motivate and inspire those around you to achieve.
- Responsibility for ensuring compliance with all health and safety requirements relating to the faculty (eg. Writing and updating faculty risk assessments).
- Understanding and supporting the needs of a boarding school, including during the evening and at weekends as necessary.
- A genuine interest in the lives of our students, including the commitment to support events and activities outside of the regular school day.