

Job Description

POST: Head of Faculty

SCHOOL: St John Fisher Catholic High School

PAY RANGE: TLR1b (English, Maths, RE, Science)
TLR1a (Arts, Humanities, Languages, Technology)

RESPONSIBLE TO: Deputy or Assistant Headteacher

Job Purpose

In addition to the requirements of Subject Leader and a class teacher and any other agreed responsibilities, to be accountable for the results of subjects delivered by the faculty and to support, hold accountable, develop and lead those Subject Leaders and their teams.

Areas of responsibility and key tasks:

- To agree and support the achievement of designated subject pupil progress targets to make a measurable contribution to whole school targets.
- To support, facilitate and monitor the progress of the designated subject development plan(s) to ensure they make a significant contribution to the school improvement plan.
- To provide regular feedback for subject / area leaders in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning across the subject(s).
- To review and report annually on the standards of leadership, teaching and learning in the designated subjects(s) consistent with the procedures in the school self evaluation policy.
- To consult with the designated subject teachers and assist with the formulation, communication and monitoring of the school improvement plan to ensure concerns and ideas are considered and all staff understands the key school targets and the part they play in achieving these.
- To support and assist subject leaders to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- To provide regular progress updates to the Senior Leadership Team to ensure the SLT is fully aware of all successes, issues and concerns in the subject(s).