



COLLEGIATE

INDEPENDENT CO-EDUCATION
PRE-SCHOOL TO SIXTH FORM

Director of the Faculty

Job Description

Directors of Faculty report to the Deputy Head and are responsible for the departments within their faculty.

The Deputy Head will review, with the Director of Faculty's agreement, their deployment on a termly and/or annual basis, depending on the strategic and operational priorities.

Summary of the role:

1. Operational / Strategic Planning
2. Leading and Managing Staff
3. Teaching and Learning
4. Information and Data Management
5. Communication and Liaison
6. Management of resources

Line Management Responsibilities:

Head of PE, Music and Drama.

Main duties and responsibilities:

1. Operational / Strategic Planning

- Lead the Faculty to develop a common set of aims and priorities; working together across collegiate groups.
- Actively lead academic developments (including whole school initiatives and curriculum reforms) across the Faculty.
- Lead a range of cross-curricular projects within and between Faculties.
- Lead specific whole-school development initiatives as the school requires and under the direction of the Deputy Head.

2. Leading and Managing Staff

- Lead by example, providing a positive role model to Heads of Department, managing consistently to unite, motivate and build a strong and effective team within the Faculty.
- Promote a positive acceptance of change initiatives.
- Manage the integration of 21st century competencies within the curriculum.



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- Develop leadership capacity in others through effective delegation, mentoring and coaching.
- Ensure that all Heads of Department and their staff are managed in line with the School's HR policies.
- To work towards outputs of outstanding performance for all direct reports.
- Promote sharing of good practice and encourage staff to ask for advice and support as necessary.
- Work with colleagues to identify meaningful targets for their professional development.

3. Teaching and Learning

- Evaluate the performance of departments within the Faculty and establish, with the Heads of Department, the academic development priorities within departments and across the Faculty.
- Encourage and monitor staff in their professional roles and responsibilities, promoting a high standard of teaching to enable the highest achievement possible.
- Monitor performance through lesson observations, learning walks, work scrutiny and by reviewing schemes of work, pupil voices and handbooks.
- Lead the Faculty in the formulation of policies and procedures and ensure consistent application.

4. Information and Data Management

- Manage and direct the analysis and use of data to inform the development of performance targets for pupils, provide information to parents and support the effective use of data across the school.
- Ensure accurate and timely reporting of all data.
- Analyse exam and assessment data and use the information to formulate targets to raise standards and amend teaching and learning strategies if appropriate.

5. Communication and Liaison

- Establish clear channels of reporting and communication throughout the Faculty.
- Keep the Head and Deputy Head informed about relevant matters and elicit support as necessary.
- Report to the Head and Deputy Head their evaluation of their Faculty, agree the academic development initiatives and report on the progress made.
- Consult colleagues about decisions and communicate to all colleagues.



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- Provide timely and appropriate feedback to staff.
- Communicate effectively with parents/guardians.
- Act as an ambassador for the school.
- Raise the profile of the school through involvement and contributions to activities with professional associations, societies with external bodies (e.g. examiner, initiatives with HEIs or societies, presenting at conferences, authoring blogs and articles, presentations at teach-meets, research programmes).
- Lead the design and delivery of events at feeder schools, as required.

6. Management of resources

- Ensure strategic management of resources in line with agreed budgets and in line with school priorities.
- Submit the Faculty budget for approval and ensure the effective use of all resources.

Review

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Collegiate School would aim to reach agreement to the changes.

Collegiate is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

- *To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;*
- *To be supportive of and committed to the School's policies on Child Protection;*

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.