**Mayfield School**

**Job Description**

**Faculty Leader**

**The role of the Faculty Leader is essential in supporting the rapid and sustained progress of all students. The Faculty Leader should be fully aware of each student’s needs at every stage of their learning and in relation to their ability. The Faculty Leader is responsible for supporting staff in developing teaching and learning with the expectation that the needs of all students will be met**

**Relationships:**

* Designated SLT Line Manager
* Headteacher
* Any other designated Line Managers

**Key Accountabilities:**

* To develop, lead and manage an effective Faculty Team focused on improving Teaching and Learning and outcomes for students at all levels
* To lead other staff effectively, to ensure students make rapid and sustained progress
* To evaluate interventions by staff and whole Faculty team in support of student progress
* To act as a Subject / Key Stage Leader as appropriate within the Faculty Structure
* To act as a coach and mentor for Faculty members in enhancing and developing Teaching and Learning
* To ensure that all Faculty members are fully aware of and working in support of school policy and expectations
* To ensure that the school Teaching and Learning, Home Learning, Marking and Assessment policies are implemented in full across the Faculty as well as other policies as appropriate
* To monitor marking, assessment and the quality of teaching and learning across the Faculty taking action where necessary to bring about improvement
* To ensure that all Faculty members are aware of the Every Child Matters agenda and other school, national and local developments as appropriate
* To ensure that Faculty members are madefully aware of student prior attainment and other relevant data and that appropriately challenging targets are set by staff for the students in their classes
* To ensure that professional learning programmes support key aspects of the school’s development agenda and are entirely appropriate in the support of students progress
* To monitor and review student achievement across the Faculty and take action to ensure that students are achieving appropriately to expectation
* To manage budgets and deploy resources within the Faculty in order to promote the highest possible standards of attainment
* To support Faculty members in securing and maintaining the highest possible standards of behaviour within the whole Faculty area including the supervision of students into and out of the area
* To evaluate, consult on, and review an annual Faculty Self evaluation and then create, plan and implement actions in response to SEF
* To liaise with a range of stakeholders to secure student progress
  + Parents, both through formal parents’ meetings and the reporting process and at other times as appropriate. To ensure that all communications from the Faculty are supportive and appropriate to the issue
* SLT, to inform on leadership actions and direction of Faculty issues
* Year Group Leaders, in support of Pastoral/curriculum issues
* Inclusion Faculty, using their support and expertise to ensure that students with differing learning needs and abilities are fully included in Faculty teaching and Learning
* All middle leaders in support of teaching and learning in securing rapid and sustained progress by students
* The Examinations Officer regarding external examination entries and Examination boards as required
* Other agencies both within and outside of school as appropriate to student need
* To lead Faculty meetings and attend other meetings as requested, and to provide minutes to SLT
* To ensure that data provided to the school is valid and accurate, and that it is considered “ live” for school data collections and that staff are able to use data in support of student’s progress
* To ensure that student achievement is celebrated through an active display policy and that display is regularly updated/changed
* To provide reports and evidence on which the reports are based, on a range of student information as and when required by SLT
* To participate fully in the performance management of Faculty members and to proactively engage with underperformance by staff
* To lead the preparation of student reports as and when required, and to ensure their quality in accordance with school policy
* To organise internal examinations within the Faculty, and support school internal examinations
* To lead Faculty leadership team and ensure their effectiveness in role through the school’s appraisal process
* To be proactive in support of whole school professional learning and own professional development.
* To be a proactive member of the middle leadership group in support of school leadership in building capacity and supporting the school’s direction
* To search out and be open to innovative or new ideas to the school and be able to evaluate and implement ideas in support of student progress

This role will be appraised through the School’s Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.