



Secondary Faculty Coordinator

Job description

Reports to: Head of Secondary (Amie Gibbs), Head of school (Rosario Palau) and Owner (Ana Ramírez).

Purpose of the Job:

Working as a key member of the Senior Management Team to ensure the effective running of the school, in particular his / her own faculty of related subjects.

Core purpose:

- To support at all times the ethos of the school;
- As a Faculty Leader to share in and support the leadership of the school; set good examples.
- To constantly seek strategies that will bring about improvement within their faculty of learning implement and try new ideas.
- To monitor the quality of teaching and learning across the faculty;
- To monitor using the data the progress of students within the faculty and seek and implement intervention strategies;
- To ensure the general day to day running of the faculty (schemes of work are in place, resources are planned.

Management Team Responsibilities:

- To work with the Head of Secondary and other members of the Senior Management Team to raise standards throughout the Faculty and thus the Secondary school;
- To lead faculty department meetings every week in order to plan and monitor activities or events appropriate to the Key Stage (3,4 & 5);
- To support staff in new implementations, listen to and explain ideas, ensure staff feel motivated and that their opinions matter;
- To monitor the work of the department; lesson observations, verbal and written feedback (book monitoring), setting targets and monitoring these;
- Ensure in book monitoring that the marking policy is being carried out successfully, target setting, differentiation is evident, progress is evident and ensuring coverage of the National Curriculum, IGCSE and A-LEVEL objectives;
- To review long term planning in each Key Stage (3,4,5) to ensure coverage , progression and a range of learning experiences;

- To ensure the successful implementation of intervention strategies within the faculty subjects and monitor that these are taking place - check up on this and feedback to staff;
- To use the information from monitoring to evaluate the quality of teaching and learning, and to revise methods accordingly;
- To support colleagues in coping with the challenges of class teaching; keep records of any problems and inform the Head of Secondary when necessary or when intervention or action plans need to be put in place;
- To be involved in data-analysis and objective/target setting meetings with the Head of Secondary and other faculty leaders every term to ensure students progress and assist staff with any children performing below the average level for their year group;
- Ensure staff are communicating with parents about their children's progress - monitor this through the intervention trackers;
- Assist staff with any incidents of behaviour and help when informing parents, liaise with the KS3 Pastoral Coordinator and the Head of Pastoral when necessary;
- Establish good relationships and encourage good working practices. Be a good role model: flexible, approachable and positive;
- Attend meetings with Head of Secondary and the Head of school and the Owner when necessary;
- Report to management Team regarding observations and provide a concise written report of the successes and areas of improvement for the faculty at the end of each term;
- Carry out appraisals, together with the Head of Secondary;
- Advise colleagues on effective teaching and learning strategies and keep them up to date on educational developments;
- To seek training opportunities specific to the subject areas in your faculty;
- To assist in organising cover for absent members of staff, including duties;

Curriculum Responsibilities:

- To ensure that proper curriculum content and balance is maintained in the department;
- To seek and implement ideas to promote the subjects in school - special days / competitions / performances;
- To work closely with the Senior Management Team to ensure the effective planning and delivery of the whole curriculum;
- Have an input into the review of termly assessments and the target setting process for raising achievement within the faculty areas and feed back to the Head of Secondary - using the Tracking system
- Hold moderation meetings for each subject to ensure good progress and even coverage by every teacher and appropriate to each Key-Stage and year group;

Administrative Responsibilities:

- To monitor resources in the faculty and in the areas of curriculum responsibility and plan orders together with the staff;
- To order resources appropriately; for Leaders in Science, this includes making sure that materials are ordered for the laboratory, inventories are kept updated and the prep room is appropriately organised. For English, the hub resources and reading materials needs to ordered, controlled and kept in suitable standards of presentation.
- To oversee the organisation of educational visits and similar activities in the department;
- To ensure that all administrative procedures are followed appropriately and that deadlines in the department are met;
- To supervise and make sure displays are up-to-date;

General

- To be fully responsible for your own classes within your subject in your faculty and to model excellent and innovative practice by constantly delivering good or outstanding lessons;
- To act as a leading professional and to positively influence the effectiveness of colleagues throughout the faculty and wider school.