



## **Job Description Head of Faculty Grade 6-12**

### **A Unique Adventure**

**Our mission is to ignite a passion for learning, from our hearts, to others, for the world.**

**Responsible to:** Head of Secondary/DoS  
Diploma Coordinator  
Headteacher

#### **Responsibilities:**

**These responsibilities are in addition to the duties specified in the job description for a Grade 6 to 12 Teacher.**

#### **Leadership**

St Nicholas is a learning organisation and to that end, the Head of Faculty has a pivotal position to play and lead learning for students and teachers and be the lead learner in the faculty.

The Head of Faculty will value, model and promote the IBO Learner Profile.

Know and understand leadership and to lead so all faculty members have a voice, can participate fully and in the best interests of all learners and within the school mission.

Continually update leadership practice to meet the needs of the community.

To ensure that all department members accept full professional responsibility for students fulfilling a balanced educational programme, following the school's curriculum guidelines, schemes of work, and policies.

To develop cooperation and positive collaboration within the Faculty, promoting the sharing of ideas, knowledge, experiences and strategies.

#### **Professional Knowledge**

To lead learning in the department.

Ensure department members are aware of current IB thinking on purpose, environment, culture and learning. To lead the learning experiences from this.

#### **Management**

To encourage all teachers in the Faculty to learn and actively participate in the PLC process and other professional development opportunities.

To ensure that the Faculty policies and practices align with the school mission, vision and ethos.

To produce and regularly update the Faculty Handbook and ensure the faculty works within all published school policies for planning, assessing, teaching and reporting.

To represent the Faculty at Heads of Faculty meetings in a way that embraces learning in the Secondary section and not faculty interest.

To hold regular Faculty meetings to address learning.

To promote and help maintain a positive working environment within the Faculty.

Regularly monitor learning in the Faculty.

Promote sensitive and effective onboarding for new members of the Faculty.

To inform the DoS of the timetabling needs of the Faculty.

To set a budget for the Faculty and order stock and equipment appropriate for the planned learning.

To maintain an accurate stock list and ensure that the equipment is well cared for.

To assist in the recruitment and retaining of high-quality teachers in the Faculty.

### **Planning, Assessing, Teaching and Learning**

To contribute to one transdisciplinary course at the school (ToK, Global Perspectives, CAS) be familiar with UbD (or be open to learning about it) and backward design and ensure the faculty is engaging appropriately with the curriculum mapping process.

To design and regularly review schemes of work.

To assist the planning of enquiry based lessons, focused on understanding, transfer and essential questions.

To monitor the assessment of learners progress, ensuring that assessment is varied, both summative and formative and is used to inform learning and teaching.

To check the accuracy of progress grades and the quality of end of term reports.

To ensure that pupils are entered for relevant and appropriate public examinations.

To organise the setting and marking of internal school examinations.

All Job Descriptions will be periodically reviewed to take into account the changing needs of the school.

December 2020 – N Thody