

HEAD OF FACULTY JOB DESCRIPTION

Job Title:	Head of Faculty
Line Manager:	Director of Studies/Head of Upper School

Purpose of Job

- Provide professional leadership and management of the Faculty in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students
- Model and promote best practice in the teaching and learning in the Faculty
- Promote the development, implementation and evaluation of teaching and learning strategies to maximise student outcomes
- Monitor and evaluate all aspects of the work of the Faculty and to respond appropriately to emergent issues ensuring that students are supported in their learning journey

Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

Teaching, Learning and Assessment

- Promote the development and provision of learning pathways to appropriate accreditation for Harrow International School, Shenzhen students including high tariff universities
- Instil high expectations with the faculty where teachers develop agreed schemes of learning, understand the requirements of examination syllabi, and meet assessment deadlines
- Promote planning and practice focusing on learning for achievement where active learning strategies engage and motivate students
- Ensure that AfL strategies are used effectively to support the progress of learners and to review provision
- Develop the use of external data (e.g. CEM) within the faculty as an aid to improving teaching and learning and to aid target setting with students
- Strategically, oversee student progress in the faculty (including the use of data) and action appropriate interventions
- Promote cross-curricular dimensions and the development of cross-curricular functional skills: literacy, numeracy and digital literacy

Developing the practice of others

- Lead faculty training and contribute to wider inset and CPD opportunities for staff
- Ensure that responsibilities are spread out across the Faculty to maximise provision and student outcomes, taking into account the skills and qualities of other teachers and their professional standards



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- Advise and support other teachers, providing clear feedback and support strategies where appropriate to help others to become more effective teachers
- Lead, in liaison with SLT and Subject Leaders, the Faculty appraisal process including the setting of objectives in accordance with the School's Appraisal Process
- Induct, support and monitor new staff in the Faculty, be a mentor to colleagues and encourage co-operation, collaboration and teamwork.
- Ensure that best practice is disseminated regularly and routinely across the Faculty and that staff promote learning and share high quality resources

Communication

- Effectively align the faculty to the school vision and values
- Promote an ethos of teaching matching Harrow expectations and aligned to the teaching standards document
- Advise the Director of Studies on staffing requirements for the faculty and play an active role in recruitment
- Support the Cover Supervisor with arrangements for classes when staff are absent
- Communicate the Faculty's resource needs (space, staff, money, and equipment) efficiently
- Analyse, evaluate, and respond to student performance and contextual data producing analysis reports
- Support the maintenance of faculty information relating to the School's MIS
- Lead Faculty meetings effectively with relevant agendas and action point minutes
- Ensure effective communication/consultation with parents and carers including information about supporting their child at home
- Liaise with Examination Boards, Awarding Bodies, and other relevant external bodies
- Represent the Faculty's views and interests at Head of Faculty Meetings and act as the advocate for the Faculty across the school.
- Communicate Faculty specific information across the school e.g. calendared events

Other Responsibilities

- Lead Upper School initiatives following consultation and agreement with the Head of Upper School and Director of Studies
- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

Personal Specification

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Working knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate
- Evidence of relevant and challenging continuing professional development

Knowledge and experience

- Minimum two years' teaching experience
- Be aware and up to date in all relevant safeguarding policies and practice
- Knowledge and experience of how to use of ICT effectively in promoting student learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with students for whom English is not their first language

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life
- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.