

## JOB DESCRIPTION

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| <b>Post Title:</b>                             | <b>ASSISTANT HEAD OF FACULTY (CORE)</b>   |
| <b>Purpose:</b>                                | <ul style="list-style-type: none"> <li>• To share the leadership of the Faculty, building capacity in the team.</li> <li>• To raise standards of student attainment and achievement within the Faculty.</li> <li>• To develop and enhance the teaching practice of others.</li> <li>• To monitor and support and challenge the quality of learning within the Faculty.</li> <li>• To work with the Head of Faculty to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headteacher of the school.</li> <li>• To support the Head of Faculty in leading, managing, and developing the curriculum area.</li> </ul> |
| <b>Reporting to:</b>                           | Head of Faculty   |
| <b>Responsible for:</b>                        | Relevant personnel within the Faculty.  |
| <b>Liaising with:</b>                          | Head of Faculty, Student support Services, Support Staff, LA Staff and Parents.   |
| <b>Working Time:</b>                           | 195 days per year. Full-time.   |
| <b>Salary/Grade:</b>                           | MPS/UPS + TLR 2C  |
| <b>Disclosure level:</b>                       | Enhanced  |
| <b>MAIN (CORE) DUTIES</b>                      |   |
| <b>Operational/<br/>Strategic<br/>Planning</b> | <ul style="list-style-type: none"> <li>• To coordinate the development of appropriate schemes of work to ensure progress across the Key Stages.</li> <li>• To quality assure schemes of work to ensure that there is appropriate coverage in line with National Curriculum and Exam specification requirements and to reflect whole school priorities, ensuring all students have the chance to engage and progress.</li> <li>• To build up resources to support teachers in delivering a broad and enriching curriculum.</li> <li>• To organise and distribute appropriate revision materials.</li> </ul>  |

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|                                | <ul style="list-style-type: none"> <li>• To create strategies that will monitor student progress across the Key Stages, liaising with the relevant Assessment Lead.</li> <li>• To follow School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Marking, Homework.</li> <li>• To work with the Head of Faculty to formulate aims, objectives and strategic plans for the Faculty.</li> <li>• To lead and manage the curriculum and ensure that this reflects the needs of students.</li> <li>• To monitor and evaluate pupil progress.</li> <li>• To manage grouping for learning alongside Assessment Co-ordinator.</li> <li>• To work with the Head of Faculty and other members of the team to provide enrichment activities which enhance students' experiences of the curriculum.</li> </ul> |
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| <b>Curriculum Provision:</b>   | <ul style="list-style-type: none"> <li>• To liaise with the Head of Faculty to ensure the delivery of an appropriate and effective curriculum programme.</li> </ul>   |
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| <b>Curriculum Development:</b> | <ul style="list-style-type: none"> <li>• To lead curriculum development.</li> <li>• To monitor and respond to curriculum developments and initiatives at National, Regional and local levels and share with members of the Faculty as appropriate.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> </ul>   |
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| <b>Quality Assurance:</b>      | <ul style="list-style-type: none"> <li>• To contribute to the progress of target setting within the Faculty and to work towards their achievement.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To implement school quality procedures.</li> <li>• To seek/implement modification and improvement where required.</li> </ul>  |
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| <b>Management Information:</b> | <ul style="list-style-type: none"> <li>• To analyse and evaluate performance data provided.</li> <li>• To act as a reviewer for members of the Faculty as part of the Performance Management process.</li> <li>• To take appropriate action on issues arising from data, systems and reports in conjunction with the Head of Faculty.</li> </ul>  |
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| <b>Communications:</b>         | <ul style="list-style-type: none"> <li>• To represent the Faculty's views and interests.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• To ensure effective communication, as appropriate, with parents.</li> <li>• To work with other TLR holders to encourage cross- curricular links.</li> </ul>   |
| <b>Marketing and Liaison:</b>  | <ul style="list-style-type: none"> <li>• To contribute to the school's liaison and marketing activities, e.g. the collection of material for the website/press releases/newsletter.</li> <li>• To promote the development of effective subject links with external agencies.</li> </ul>  |
| <b>Management of Resources:</b>  | <ul style="list-style-type: none"> <li>• To work with the Head of Faculty to manage the available resources of space, staff, money and equipment efficiently.</li> </ul>   |
| <b>Pastoral System:</b>  | <ul style="list-style-type: none"> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To ensure the Behaviour Management system is implemented in the Faculty so that effective learning can take place.</li> <li>• To support the safeguarding of children in our care.</li> <li>• To contribute to PSHE according to school policy.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> </ul> |
| <b>Teaching:</b>   | <ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of this post.</li> </ul>  |
| <b>Addition Duties:</b>  | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.</li> </ul>  |
| <b>Other Specific Duties:</b> <ul style="list-style-type: none"> <li>• To continue professional development as agreed.</li> <li>• To engage actively in the performance review process, as both a reviewee and a reviewer.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The school will endeavour to make necessary reasonable adjustments to the job and the working environment to enable access to employment</p> |  |

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| opportunities for disabled job applicants or continue employment for any employee who develops a disabling condition.   |
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| This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |

Date :

Signature:

Name: