



Job Description

POST: **Assistant Faculty Leader** with responsibility for supporting the Head of Faculty with the smooth and effective day-to-day running of the Technology Department within Faculty, developing a strategic and sustainable faculty improvement plan and the efficiency and effectiveness of the subject teams/staff within the faculty.

RESPONSIBLE TO: Head of Technical and Communications Faculty

GRADE: TLR 2A

LOCATION: Dallam School, Milnthorpe, with travel to other if appropriate and necessary

WORKING PATTERN: Full-time and as described in the School Teachers' Pay and Conditions Document.

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE:

To be responsible for working with the Head of Faculty to ensure the smooth and effective day-to-day running of the Faculty as well as the efficiency and effectiveness of the staff within the Faculty ensuring that they work in unison to achieve, and surpass, the strategic objectives relating to pupil progress, attainment and behaviour. The key role of the Assistant Head of Faculty is to develop a positive climate for learning to ensure the faculty becomes a successful 'small school' within the larger main school. The Assistant Head of Faculty is responsible for working with the Head of Faculty for setting targets, the overall quality of teaching and learning in the faculty and strategies to drive good behaviour for learning,

SPECIFIC TASKS RELATED TO JOB PURPOSE:

- A. To support the Head of Faculty in leading on all matters concerning smooth and effective running of the Faculty on a day-to-day basis in:
- Leading on the smooth co-ordination of the Faculty curriculum plans and schemes of learning across all year groups. Produce the highest quality of student progress in terms of academic growth.
 - To support students in producing an integrated programme of student experiences that will enrich, broaden and strengthen each student's personal development throughout their life at Dallam School.
 - Drive the school and MAT towards the achievement, or surpassing, of its targets and strategic objectives.

- B. To line manage members of the faculty team, delegated by the Head of Faculty, in ensuring that:
- The Faculty is striving to ensure the highest possible standards in Teaching and Learning
 - The Faculty reviews are effective and efficient in ensuring the maintenance of high standards in Teaching and Learning and student progress
 - The Faculty is thoroughly engaged in the Academy's CPD programme
 - Any additional identified CPD needs of subject leaders and Faculty members are fully met
 - The Faculty is moving towards recognised cutting edge status in terms of teaching, learning and student progress
- C. To line manage subject staff, designated by the Head of Faculty, in ensuring that they are working in unison to:
- Produce the highest quality of teaching and learning within their area of responsibility.
 - Ensure that their area of responsibility is striving towards the achievement of, or even surpassing, the school targets.
- D. To lead on all matters concerning the use of data to :
- Monitor the progress of the subjects within the faculty towards their annual targets
 - Identify and challenge underachievement of students in each of the subject areas
 - Detect good practice in terms of impact and disseminate that good practice across the faculty and the Academy as a whole
- E. To work in conjunction with the Head of Faculty in ensuring that all staff absence within the faculty are:
- Approved if known in advance.
 - Covered to the highest possible standard.
- F. To support the HOF in managing staff absence and ensure that all absent staff within the Faculty undertake a 'return to work' interview and staff absence is managed rigorously.
- G. To take on any whole school initiative or responsibility that the Headteacher may direct or request.

AREAS OF SPECIFIC ACCOUNTABILITY:

A. Strategic Direction and Development

1. To make a significant and notable contribution to the strategic development of the Faculty as well as supporting the HOF with the monitoring and successful completion of the Faculty improvement plan
2. To energetically support the management of an agenda of significant change to raise standards and outcomes in all areas of their subject, Faculty and the school as a whole

3. To actively support as well as strategically developing and maintaining school policies and practices that promotes high expectations, high achievement and inclusion through effective teaching, learning and behaviour modification within their area of responsibility.
4. With the Head of Faculty, to plan and implement a regular series of meetings with subject staff to ensure that they are working in unison to:
 - Produce the highest quality of teaching and learning within their area of responsibility.
 - Ensure that their area of responsibility is striving towards achievement of, or even surpassing, the Academy targets
5. To support with the strategic planning of the Faculty calendar whilst ensuring that its scheduling of meetings is in accord with the national regulations regarding workload
6. To assist the Head of Faculty, or delegated persons, in dealing with underperforming staff within the faculty.
7. To actively engage and liaise effectively with all stakeholders relevant to the work of the subject, including parents, members of the local advisory group, MAT board, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy strategic objectives.
8. To support the pastoral care and wellbeing of disaffected and vulnerable young people through the Trust's alternative provision arrangements and ensure the subject makes a sustained contribution to the individual students' progress and performance.
9. To be actively involved in networking with other innovative and high achieving subjects with the multi-academy trust's wider partnerships and other relevant networks; in order to strategically learn more about the ways that other institutions are effecting change and transformation.

B. Teaching and Learning

1. To secure and sustain good and outstanding teaching by, working in conjunction with the HOF and SLT, leading the Faculty in implementing the monitoring, evaluating and reviewing of teaching and learning across the Faculty.
2. To actively liaise with inspectors, advisors, consultants and relevant outside agencies in ensuring the highest possible practices in teaching and learning.
3. To ensure that within the faculty all Academy policies regarding the establishment and maintenance of high quality teaching and learning are fully implemented.
4. To ensure that the highest standards in teaching and learning are continually modelled to all staff to help improve their personal classroom performance.
5. To work with the HOF and SLT in actively and continuously improving the overall quality of teaching and learning in the classroom.

6. To work with the HOF and SLT in ensuring that the subject review process is effective in raising standards of performance in the classroom.
7. To actively work with staff whose classroom performance does not meet the school's minimum standards in order that they may improve their performance.
8. To have a teaching commitment in line with other Assistant Heads of Faculty within the Academy.

C. Leading and Managing Staff

1. To set high standards as a middle leader modelling, at all times, the highest possible standards of professionalism, ethical leadership, dress sense and personal behaviour.
2. To work actively in monitoring the performance of both professional and co-professional staff in line with the school's performance management policies, strategies and practices.
3. To work with the HOF to ensure all staff within the faculty consistently uphold the National teacher's standards.

D. Accountability

1. To have overall accountability for the smooth, effective and efficient functioning of delegated areas within the Faculty.
2. To be accountable for the Faculty's performance in terms of the achievement, or surpassing, of its annual targets.

E. Working with the community

1. To form a fulfilling and trusting partnership with parents and carers that will actively and positively contribute to the successful education of their child.
2. To liaise with local primary schools in ensuring continuity of curriculum upon transfer as well as the spreading of good practice and expertise.

F. Other Duties

1. The post holder will be subject to performance objectives agreed annually.
2. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.
3. To take on any whole school initiative or responsibility that the Headteacher may direct.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This Job Description and Person Specification may be renegotiated by the Headteacher if the school faces changing circumstances.

The South Westmorland Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. SWMAT and Dallam School exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our learners as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Please sign and return one copy of this document to Sharne Morgan, HR Officer

Name	
Signature	
Date	