

Job Description

Establishment: John Port School
Post Title: Director of Faculty
Grade/Pay Range: L8
Hours/weeks: Full time and permanent
Reporting to: Headteacher / Assistant Headteacher responsible for the Faculty
Department/Team: Modern Foreign Languages

Overall Purpose of Post:

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document [STPCD].
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor, track and provide effective intervention to support student progress. This is to include groups of learners. E.g. PP, LAC, SEND etc.
- To liaise with the Headteacher, Leadership Team, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies and parents.
- To be accountable for student progress, attainment and development within the subject area. To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and curricular policies.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To be responsible for the Head of Key Stages/subjects/Curriculum Managers, teaching staff and other specified personnel within the department.
- To embrace and develop school and faculty focuses/initiatives directed by the Senior Leadership link. E.g. literacy, numeracy, assessment and dialogue, innovation of new technology etc.
- To train and develop new staff in the subject area. Including observing colleagues, supporting the Senior Leadership for T&L (support program), ITT, SD, and NQT's.

Main Duties and Responsibilities

- Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.
- The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Specific responsibilities include:

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- To be responsible for the day-to day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To monitor actively and follow up student progress.
- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area, SIP and the aims and objectives of the school.
- To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

Curricular Provision

- To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Evaluation.
- To be accountable for the development of the faculty.

Curriculum Development

- To lead curriculum development for the whole faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of generic skills.
- To ensure that the development of the faculty is in line with national developments.

Staffing

- Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Trust HR Manager.
- Take responsibility for recruitment and selection of teachers within the department/faculty and to ensure effective induction of new staff in line with school procedures.
- To work with the Senior Leadership Team member in charge of Teaching and Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with Senior Leadership Team member in charge of CPD.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the faculty.
- To promote teamwork and to motivate staff to ensure effective working relations.

- To participate in the school's ITT, SD and NQT programme.
- To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the faculty and to work towards their achievement.
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the faculty.
- To monitor and evaluate the faculty in line with agreed school procedures including evaluation against quality standards and performance criteria. To write a Faculty SEF twice a year as per the Quality Review directive.
- To seek/implement modification and improvement where required.
- To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation.
- To participate fully in the schools' Quality Review program

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the faculty.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Senior Leadership Team member, to manage the Faculty's collection of data.
- To provide the Governing Body with relevant information relating to Faculty performance and development.

Communication and Liaison

- To ensure that all members of the faculty are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the faculty's views and interests.
- To contribute to the planning and delivery of school liaison activities.
- To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community. Sometimes these will be in addition to the weekly calendared meeting.
- To promote actively the development of effective subject links with external agencies.

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Senior Leadership Team in order to ensure that the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral System

- To monitor and support the overall progress and development of students within the faculty.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the faculty so that effective learning can take place.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- 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 to follow this example.
- To support the school in meeting its legal requirements for worship.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
A Graduate with Q.T.S status	√	
Evidence of further post-graduate relevant study		√
Experience in leadership and management in education in a collaborative context.	√	
Evidence of successfully leading significant development and improvement strategies	√	
Successful experience of monitoring, evaluating and improving student achievement, attainment personal development and well-being	√	
Experience of successfully challenging underperformance of staff and students	√	
Successful experience of managing change in an educational setting	√	
Successful experience in the leadership a team		√
Successful teaching experience in the secondary phase	√	
Experience of school improvement work with outside agencies - relevant to the duties of this post		√
Knowledge, skills and training		
Evidence of additional recent and continuing professional development	√	
Ability to work calmly under pressure	√	
Ability to communicate clearly orally and in writing	√	
Ability to work collaboratively with others	√	
Ability to work within school based systems and specified timelines	√	
Working knowledge of a range of administration procedures		√
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems		√
SIMS management information system		√
Special Knowledge and Skills		
An understanding of leadership and the contribution it makes	√	
The ability to communicate vision and strategy effectively and persuasively in a variety of contexts	√	
The ability to evaluate colleagues' work and provide supportive feedback securing improvement	√	
An understanding of the factors contributing to successful outcomes in education for young people	√	
The ability to secure improvement in provision supported by the ability to analyse and interpret data effectively	√	
Factors supporting faculty improvement, how to secure and sustain effective learning and progress throughout the school	√	
An understanding of equal opportunities in secondary education	√	
Skilled in the use of ICT and possessing understanding of its potential contribution to school provision and improvement	√	
An understanding of the implications of curriculum provision in your faculty across the ability range	√	
Some knowledge and understanding of Budget management skills	√	
A working understanding of the inspection framework and its implications for school leadership	√	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	√	
A diplomatic and patient approach	√	
Initiative and ability to prioritise own work and that of others to meet deadlines	√	
Efficient and meticulous in organisation	√	
Able to follow direction and work in collaboration with the leadership team	√	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	√	
Ability to evaluate own development needs and those of others and to address them	√	
Commitment to the highest standards of child protection and safeguarding	√	
Recognition of the importance of personal responsibility for health and safety	√	
Commitment to the Trust's ethos, aims and whole community.	√	