

ROLE DESCRIPTION

Title of post: Head of Faculty

Relationships: Responsible to the Assistant Head - Curriculum working in conjunction with the Leadership Group, other curriculum leaders, Heads of Year and other teachers and Support Staff.

Purpose of post: To promote the best possible education for **all** learners

Key tasks:

Note: 'task' implies a substantial use of time.

- Teaching
- Joint resourcing of the Faculty; specifically (Faculty Name).
- Tutoring a group of students within a Year system and contributing to the Personal and Social Education programme.
- Carrying out assessment procedures required by the school and external bodies.
- Consulting with colleagues both formally and informally. Enabling teachers to do an effective job through day-to-day and long-term organisation, through the delegation of responsibilities as appropriate and through fostering the professional development of all teachers in the Faculty. Motivating teachers by example, by sympathetic individual/group counselling, by keeping them fully informed so that they can participate in decision-making.
- An awareness of the characteristics of high quality teaching and learning and of strategies to improve and/or sustain high standards for all students.
- Helping colleagues to achieve constructive relationships with students and when necessary, supporting them with discipline problems.
- Overseeing the induction of new staff.
- Ensuring that NQTs and ITE students are well trained, monitored, supported and assessed in line with the standards for induction or QTS.
- Appraising colleagues as required by the school policy on Performance Appraisal, using the process to develop the professional effectiveness of the teacher.
- Fulfilling administrative tasks efficiently and punctually.
- Representing the Faculty both inside and outside school, and publicising its work. Setting short-, medium- and long-term goals for the Faculty.
- Dealing appropriately with correspondence.
- Liaising with the pastoral team concerning individual students.
- Using relevant data to inform expectations, targets and pedagogy.
- Establishing and implementing clear policies to ensure consistency of approach across Faculty staff.
- Evaluating the quality of teaching in the subject and identifying areas for improvement.

Responsibilities:

- a) Have a good knowledge and understanding of her/his specialist subject(s) and a detailed knowledge of National Curriculum and other statutory requirements.
- b) Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught. Set appropriate and demanding targets for learning, building on prior attainment.
- c) Identify students who have special educational needs, provide an appropriate diet for them; know where to get help in order to give positive and targeted support.

- d) Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. Use teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- e) Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships; act to deal with inappropriate behaviour in the context of the behaviour policy of the school.
- f) Assess how well learning objectives have been achieved and use this to inform future teaching. Mark and monitor students' class and homework providing constructive oral and written feedback and setting targets for students' progress.
- g) Pastoral care of a tutor group.
- h) Registration of students in accordance with legal and school requirements.
- i) Reporting regularly and occasionally as circumstances may require.
- j) The care and best use of pastoral areas.
- k) Professional commitment to the whole life of the school including involvement in decision-making procedures and active care of the environment.
- l) Contributing to the school and Faculty development plan and to the development and well-being of the school in any way that may be required by the Head.
- m) Taking responsibility for her/his own professional development.
- n) Understanding the need to keep up-to-date with developments on pedagogy and in the subjects they teach.
- o) Establishing effective working relationships with colleagues and associate staff.

Other responsibilities:

- Co-ordination of courses/skills content with those of other Faculties and with Schools in the context of the development, delivery and evaluation of the whole school curriculum, advising the Headteacher and governors of the needs within the context of National, and school/community curriculum policies and development.
- Evaluation and monitoring of the work of the Faculty, including individual student progress.
- Implementation and monitoring of an effective public examination policy.
- The care and effective use of resources, and the fabric of the building including specialist areas; to meet Health and Safety requirements.
- Finance including applications for funds and efficient management and monitoring of their use, in accordance with school and LA regulations.
- Staff Development including planning INSET.
- Student conduct in relation to the work of the Faculty.
- Deployment of staff in conjunction with Assistant Head - Curriculum.
- Effective time management, balancing the competing demands of teaching, subject management and involvement in school development.

The post-holder will be regarded as ultimately **responsible** for the efficient execution of the above but may delegate some aspects of their day-to-day demands.

This role description is to be read in conjunction with the relevant section of the current edition of the School Teachers Pay and Conditions document, specifically the Framework of Professional Standards for Teachers.