

**JOB DESCRIPTION**

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| **JOB TITLE** | Faculty Lead |
| **JOB FAMILY** |  |
| **DIRECTORATE/DEPARTMENT** | Sixth Forms |
| **WEEKLY HOURS** | 37 |
| **MAIN CAMPUS BASE** | The Corby Sixth Form |
| **REPORTS TO** | Head of Corby Sixth Form |
| **DIRECTLY MANAGES** | Subject teachers |

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| **JOB PURPOSE** |
| * To be an active member of the extended leadership team, and attend and contribute to extended SLT meetings as required * To manage all of the subjects within the given directorate/faculty, including the line management of subject staff * To ensure that all students achieve well and make outstanding progress on the courses within the faculty area * To carry out all aspects of the role in line with TBCG culture and values * To ensure the student experience is kept at the heart of everything |

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| **MAIN DUTIES** |
| 1. **Specialist Area**    1. To support SLT to lead, manage, develop and promote The Corby Sixth Form effectively in line with the College’s strategic and executive operational plans    2. To continuously improve the standard of teaching and learning within the faculty through rigorous performance management, quality assurance, and effective professional development of subject staff    3. To work with SLT to effectively plan and manage the curriculum programmes within the faculty to meet current and future needs and interests of learners, universities, employers and the local community    4. To ensure students at The Corby Sixth Form have an outstanding student experience and achieve well on the subjects within the faculty    5. To contribute to the planning of training and development for teaching staff to raise standards, outcomes, achievement and aspirations of students    6. To systematically raise the quality of teaching, learning and assessment in order to improve the student experience, pass rates, high grades and Value Added within the faculty    7. To use data effectively to review student and staff performance and to execute timely intervention strategies to improve outcomes within the faculty    8. To use all available information to make proposals and implement improvement strategies in liaison with the Head    9. To ensure that all subjects within the faculty have high quality schemes of work in place and that these are followed by subject staff    10. To ensure that progress for all students on all courses within the faculty is maximised    11. To oversee the planning and implementation of enrichment activities within the faculty, including those that prepare students to develop their awareness of post 18 destinations, and to develop their employability skills within the curriculum    12. To regularly monitor course data and to ensure all information and reports are up to date, including those relating to examination entries    13. To oversee assessment within the faculty, ensuring that it is in line with Assessment Strategy and that all data entered is robust and has been quality assured    14. To oversee the effective marketing and recruitment of students to courses within the faculty ensuring that courses remain viable    15. To ensure that there is frequent and meaningful communication with staff at all levels    16. To ensure effective performance of direct reports, providing support, guidance, coaching and mentoring as required    17. To have a minimum teaching allocation of 15 hours per week contact time    18. To facilitate the sharing of good practice    19. To implement the College performance management and development procedures and practices within The Corby Sixth Form    20. To create a learning environment and culture in which staff and students can thrive    21. To work with the Head of Corby Sixth Form and Deputy Head on ensuring the faculty has the current and future staffing capacity and capability to deliver the planned curriculum |
| 1. **Leadership**     1. To support SLT in developing and executing the A Level strategy and vision that supports the overarching TBCG strategy    2. To implement plans and objectives to support the achievement of these strategies    3. To develop robust Faculty Improvement Plans and to regularly monitor and evaluate these    4. To prepare for and engage with all quality processes e.g. data review meetings    5. To act as a mentor to those directly reporting to you    6. To be visible and appropriately accessible to the wider team    7. To contribute to reports on organisational matters as required    8. To ensure compliance in all legal, regulatory and policy requirements |
| 1. **Management**    1. To ensure all employees within your team are effectively managed on a day-to-day basis    2. To hold regular faculty meetings to disseminate key information, review priorities and progress towards them    3. To provide honest management of your team, through the setting of standards and targets, providing regular feedback and holding people accountable when standards are not met    4. To ensure the effective performance of those reporting directly to you, and support, mentor or take action as appropriate where this performance fails to meet required standards    5. To ensure any performance management issues are effectively handled in a timely manner following policy and procedure    6. To ensure your team are up to date on and are supported to attend all mandatory training and staff development    7. To ensure cover of your team is provided at all appropriate times to operate effectively and provide the required service    8. To ensure effective staff induction is in place and is carried out in a timely manner across the team    9. To ensure effective annual appraisals and one to ones are carried out across the team    10. To ensure continuous succession plans are in place with opportunities for team members to take on development opportunities and projects    11. To consider what appropriate support is in place to ensure employees well-being, and that it is effectively utilised    12. To effectively manage budget(s) and resources as appropriate    13. To effectively oversee effective staff utilisation within the faculty    14. To ensure all team targets are met    15. To attend and participate in all relevant organisational meetings    16. To report to the Principal any relevant information regarding the team, Directorate or wider Group    17. To undertake any other tasks reasonably requested |
| 1. **College Wide Responsibilities**    1. To attend other TBCG campuses for team management, meetings etc.    2. To support and participate in weekly ID checks and walk rounds    3. To support and participate in invigilation during exam periods    4. To support and participate in TBCG open days and other key events |

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| **STATUTORY DUTIES** |
| * 1. SAFEGUARDING – To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with TBCG policy and procedure   2. EQUALITY & DIVERSITY – To be responsible for promoting equality & diversity in line with TBCG policy and procedure   3. HEALTH & SAFETY – To be responsible for following health & safety requirements in line with TBCG policy and procedure   4. TRAINING & DEVELOPMENT – To participate proactively in training & development including any required qualification development |

**PERSON SPECIFICATION**

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| **CATEGORY** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Qualifications / Training** | * Degree * Teaching qualification (PGCE or equivalent) * Evidence of recent professional development in relevant areas | * Post Graduate qualification * Recognised management qualification (NPQML or similar) |
| **Knowledge / Experience** | * An excellent knowledge and understanding of Post 16 education * Relevant experience in successfully leading and improving an aspect of A Level provision * Experience of successfully implementing improvement strategies * Experience of improving student retention and raising achievement rates * Understanding of how to promote Equality and Diversity within the role * Recent experience as an outstanding classroom practitioner delivering excellent outcomes on A Level programmes * An understanding of sixth form accountability measures, including progress | * Experience of effective line management, challenge of under performance, holding to account, and implementation of staff development strategies * Experience of managing quality assurance for A Level and vocational programmes * Experience of using ALPS to analyse data and inform practice |
| **Skills** | * Excellent verbal and written communication skills * Excellent people management skills * Excellent organisational skills * Ability to lead and influence others * Excellent prioritisation skills * Good project management skills * Excellent decision-making skills and the understanding of your own authority levels and responsibility within this * Excellent analytical skills * Excellent data handling and analysis skills | * Skilled in the use of data software such as ALPS, PowerBI and the Pro Suite |
| **Attributes** | * Possess high standards and expectations of staff and students * Commitment to education values * Relentless desire to improve * Ability to communicate and network with a variety of stakeholders * Ability to lead and develop a high performing team * Ability to adapt and respond positively to change and challenge, and to multi task in a fast moving environment * Ability to deal with sensitive data confidentially and a high level of personal integrity * Ability to work both alone and within a team * Ability to work under pressure and adapt to changing workload demands * Ability to work to deadlines * Ability to build professional relationships * Ability to influence at all levels * Ability to take responsibility and exhibit leadership * Possess a thorough and methodical attention to detail * Commitment to own continued professional development * Demonstrates the ability to work in line with The Bedford College Group’s values, policies and procedures, with particular reference to Equality & Diversity, Safeguarding and Health & Safety |  |
| **Additional Requirements** | * Responsibility for promoting the safeguarding and welfare of students * Ability to travel to all campus locations for meetings, events, training etc. * Ability to adapt working hours to changing needs in the business when these occur * A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people | * Awareness of health and safety requirements relating to the job role |