

JOB TITLE: HEAD OF FACULTY

REPORTS TO: HEADTEACHER / ASSISTANT HEADTEACHER

CORE PURPOSE: TO PROMOTE THE HIGHEST STANDARDS OF STUDENT ATTAINMENT AND ACHIEVEMENT WITHIN THE FACULTY. TO CONTRIBUTE TO THE LEADERSHIP AND MANAGEMENT OF THE WHOLE SCHOOL, AND TO HELP DEVELOP SOLUTIONS TO WHOLE SCHOOL ISSUES.

GENERAL ACCOUNTABILITIES:

In addition to those identified for the Main Scale/ Post Threshold classroom teacher.

Planning:

- To lead developments in the Faculty including appropriate courses, resources, schemes of work, handbooks, marking policies, assessment and teaching and learning strategies
- To implement School Policies and Procedures, e.g. Equal Opportunities, Teaching and Learning
- To be accountable for formulating aims and objectives for the Faculty that support the strategic plans of the school
- To create and manage the Faculty Improvement Plan, ensuring that it reflects the needs of the students and supports the School Improvement Plan
- To ensure that health and safety policies and practices, including risk assessments, are in line with national and school requirements

Curriculum:

- To be accountable for the design, development, and delivery of an appropriate and high quality curriculum
- To lead curriculum development
- To monitor and respond to national developments in the relevant subject areas and to developments in teaching practice and methodology
- To be responsible for the development of cross-curricular elements such as literacy, numeracy, ICT, citizenship and enterprise education
- To undertake reviews of the current curriculum in line with the changing wider context and to ensure it is still fit for purpose for our students

Staffing:

- To liaise with Headteacher or Deputy about the welfare, support and professional development of staff, and to respond to identified needs
- To be responsible for the efficient and effective deployment of support staff
- To act as a reviewer within the school's appraisal structure
- To support cover arrangements for absent colleagues, ensuring adequate work is set, and liaising with cover TA's

- To participate in the interview process for teaching posts when required and to ensure the effective induction of new staff into the department
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT programme
- To be responsible for the day-to-day management of faculty staff as line manager and to act as a positive role model
- To ensure that standards of teaching within the faculty are effective

Monitoring, Evaluation, Review:

- To undertake the annual review of standards of teaching & learning and marking & data in the Faculty, consistent with the procedures in school self evaluation.
- To establish best practice within the Faculty and to develop the effectiveness of teaching and learning
- To implement the school monitoring policy including carrying out lesson observations and work scrutiny
- To review and evaluate the work of the Faculty in line with agreed school procedures
- To implement modification and improvement where required
- To ensure the maintenance of accurate and up to date information concerning the work of the Faculty
- To make use of the analysis and evaluation of performance data, setting deadlines for action when necessary and reviewing progress

Communication:

- To ensure that all members of the Faculty are informed about, and have a chance to contribute to Faculty development
- To lead the development of effective subject links with our consortium partner schools
- To liaise with other schools, higher education, industry, examination boards and other relevant external bodies
- To represent the Faculty's views and interests
- To promote the Faculty at open days and evenings and other events
- To ensure that there is effective communication with students and parents to support student progress and high levels of attainment.

Management of Resources:

- To manage the resources of space, staff, money and equipment efficiently
- To liaise with others to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed
- To oversee and evaluate the Faculty budget to ensure that it is spent in line with learning priorities and best value principles

Student Support and Enrichment:

- To monitor and support the overall and individual progress and development of students within the Faculty, ensuring that appropriate intervention happens where necessary
- To ensure the behaviour management policy is implemented in the Faculty so that effective learning can take place

Additional Duties

- 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 ensure that the Faculty positively contributes to the fulfilment of whole school targets
- **Fulfil the professional standards as outlined in the Teachers' Standards documentation**

Signed:.....

Signed:.....

Headteacher

Name:.....

Date:.....

Date:.....