Corpus Christi Catholic College

WORK LEARN PRAY GROW

JOB DESCRIPTION	
Job Title	**Assistant Head of Faculty – English**
Pay Range	**MPS/UPS and TLR 2b**
Responsible To	**Head of Faculty**
Responsible For	**Specified teaching and support staff with the faculty.**
Date Reviewed	**January 2019**
Review Date	**September 2020**

The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teaches and the CES Contract of Employment.

The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

PURPOSE OF ROLE

To facilitate and encourage learning which enables all students to fulfil their potential; to promote, share and support the college's responsibility for the safeguarding, well-being, education and discipline of all students.

Under the reasonable direction of the Principal, carry out the professional duties of a college teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To provide teaching and learning to secure high attainment of students

Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress.

Deputise for the head of faculty in his/her absence within the faculty and at internal meetings.

Be the operational lead for teaching and learning across the faculty

Assist the Head of Faculty in the strategic planning and curriculum provision for the faculty.

TEACHING

Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher in line with the job description for teaching staff in college.

STRATEGIC PLANNING

Assist the Head of Faculty in all aspects of leading and managing the work of the faculty in the areas of Curriculum Provision, Staffing, Quality Assurance and Communication, as outlined in the Head of Faculty job description.

PASTORAL SYSTEM

Ensure the college's behaviour policy is implemented in the faculty so that effective learning can take place.

Act as a Form Tutor and to carry out the duties associated with that role as outlined in the staff handbook.

Contribute to PSHCE according to college priority and need.

MANAGE OWN PERFORMANCE AND DEVELOPMENT

Take responsibility for own professional development and to keep up to date with research and developments in pedagogy and in the faculty subjects.

Lead by example to the staff and students in presentation and personal conduct.

COLLEGE ETHOS

Play a full part in the life of the college community, fully support the distinctive Catholic mission and ethos and encourage and ensure staff and students follow this example

Promote actively the college's corporate policies.

Comply with the college's health and safety policy and undertake risk assessments as appropriate.

Support the College in meeting its requirements for collective worship and liturgy.

Adhere to the college's Code of Conduct

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date stated but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.