



## **JOB PROFILE**

### **HEAD OF FACULTY/DEPARTMENT**

The Head of Faculty/Department is accountable to the Rector for the management of the Faculty/Department. Within the constraints of school policies, procedures and resources, he/she is required to lead, co-ordinate and allocate the work of the Faculty/Department and to foster Faculty/Department members. He/she is also expected to keep abreast of the latest developments in Faculty/Department teaching and with curricular issues and debate.

### **KEY TASKS**

#### **MANAGING LEARNING & TEACHING**

**Develop systems for the management and evaluation of effective learning and teaching in his/her Faculty/Department.**

- Develop and implement effective systems for curriculum planning to ensure breadth, balance, progression and coherence in his/her Faculty/Department which meets the needs of all learners and achieves recognised targets.
- Plan and maintain systems to ensure effective implementation of programmes of study and assessment procedures ensuring that the learning needs of all are met.
- Agree, develop and implement systems to monitor, evaluate and improve learning and teaching programmes, including planning and managing projects within the Faculty/Department.

**Establish processes to create and maintain the conditions for effective learning and teaching.**

- Develop arrangements which promote positive relationships and celebrate success within the Faculty/Department.
- Promote high expectations for achievement amongst all learners and Faculty/Department staff.
- Ensure systems are in place to identify and address the needs of individuals and groups of learners.

#### **MANAGING PEOPLE**

**Develop a team and individuals to enhance their performance and that of the Faculty/Department**

- Develop participative management structures within the Faculty/Department.
- Through the School's Professional Review and Development process, agree and support professional development targets for individual members of the Faculty/Department, observe lessons and provide feedback on performance.

- **Plan, delegate and evaluate the work carried out by the Faculty/Department**
- Through the school's programme of development planning, agree targets and appropriate support for individuals.
- Plan, agree and support the delegation of tasks and responsibilities to individuals to achieve targets.
- Agree success criteria for ongoing monitoring and evaluation and provide constructive feedback to individuals on their performance.
- **Create, maintain and enhance effective working relationships with staff**
- Develop the trust and support of staff in the Faculty/Department.
- Develop effective relationships with colleagues, fellow Heads of Faculty/Department and school managers.
- Identify and deal effectively with inter-personal conflict.

## **MANAGING POLICY & PLANNING**

- **Develop and communicate Faculty/Department policies and plans**
- Develop relevant information gathering systems within and outwith the Faculty/Department to inform decision making.
- Review, develop and maintain structures which support a consultative approach to decision making within the Faculty/Department.
- Promote, communicate and implement school's and Faculty's / Department's aims and policies.
- Monitor, evaluate and prove the effectiveness of policies and plans.
- **Develop and maintain partnership with parents, pupils and outside agencies**
- Develop and maintain positive and professional relationships with all those associated with the Faculty/Department.
- Develop and maintain structures for effective liaison and consultation.
- Encourage discussion of and gain agreement for Faculty/Department policies and plans.
- Evaluate, review and improve relationships.

## **MANAGING RESOURCES AND FINANCE**

- **Managing available resources and allocating them to support effective learning and teaching**
- Identify resources needed to support the implementation of Faculty/Department policies.
- Negotiate and secure agreement for budgets with school management.
- Be able to integrate the budget plan with the Faculty/Department and staff development plans.

- Maximise the use of available resources to create, maintain and monitor an appropriate physical environment for effective learning and teaching within the Faculty/Department taking due account of health and safety requirements.
- **Monitor and control the use of resources**
- Monitor and evaluate the use of resources to support the implementation of Faculty/Department policies.
- Monitor and control spending within agreed budgets.

## **ACCOUNTABILITY**

The Head of Faculty/Department is accountable to the Rector, for carrying out effectively the key tasks above and is accountable to the Depute Rector ( Professional Development) in respect of his/her duties relating to the school's process of Professional Development and Review.

## **AUTHORITY**

The Head of Faculty/Department has delegated authority for the day-to-day running of the Faculty/Department.

## **RELATIONSHIPS**

The Head of Faculty/Department works with the Rector in respect of all of the key tasks above and with the Depute Rector (Professional Development) in respect of his/her duties in respect of the School's Professional Review and Development programme.