



INTERIM HEAD OF SCIENCE FACULTY

St. Bede's College is a 3 – 18 Catholic Independent Co-educational Grammar School and the three pillars: Academia, Sports and Creative and Performing Arts are equally important.

JOB TITLE:	Head of Faculty
GRADE:	SBC Management Allowance
TERMS:	Fixed term for up to 12 months , subject to review.
REPORTING TO:	Director of Studies

Purpose of the Job:

- To oversee the provision of all activity within the Science Faculty
- To underpin the ethos and values of the College and be an inspirational figure that draws the best out of every pupil and the staff

Areas of Responsibility and Key Tasks:

- Strategic development of the group of subjects within the Faculty
- Review and implementation of the College's policies and frameworks
- Input into policy formation and improvement at the College

Management Responsibilities:

- Line manage the Subject Leaders within the Faculty
- Work with the Subject Leaders to ensure excellent provision
- Lead the academic staff, provide effective mentoring and be a positive role model
- Co-ordinate 11 -18 provision, pedagogy, systems, intervention, pupil achievement,
- Liaise with Heads of Section, SLT, parents, outside organisations to promote the constant increase of standards throughout the College
- Tackle underachieving staff and pupils in a structured and supportive way
- Oversee the capitation budgets, working with the SL in the Faculty
- Adopt a professional, hardworking approach
- Look for ways to take the initiative that increase provision and enhance the reputation of the College
- Evaluate and manage SL Handbooks
- Contribute to the promotion of the College ethos

This list is not exhaustive but rather an indication of the main requirements of the role.