



Head of Faculty JOB DESCRIPTION

THE ROLE

Reporting to the Deputy Head, Academic the main purpose of the role of Head of Faculty is to ensure high standards of both learning and teaching in the department in order to secure excellent progress for all. The need to establish good working relationships with both staff and students is essential whilst providing excellent leadership and management of the department heads. Acting in a quality assurance role you will oversee the monitoring, evaluation, and improvement of student learning, achievement, and progress across the faculty as well as monitoring the evaluation and improvement of teaching, marking and assessment. As a key member of the academic leadership team, you will be expected to contribute fully to the pastoral ethos of the school, ensuring excellence in all aspects of RMS life.

JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

Curriculum delivery, lesson preparation and planning

- Ensure all department teachers plan and deliver courses, schemes of work and individual lessons appropriate to the needs, abilities, interests, experience and existing knowledge of students in accordance with departmental syllabuses, schemes of work and examination requirements
- Assess and review teaching methods, working with Head of Departments on modifications and improvements where necessary
- Promote and ensure diversity of learning and teaching styles and the sharing and evaluation of good practice within the faculty; this to include the formalisation of book scrutiny and lesson visits
- Ensure the timetable is produced for the department
- Ensure that quality departmental plans and schemes of work are developed, consistently implemented and regularly reviewed and resources shared effectively
- Ensure that a suitably wide range and variety of different resources (including relevant use of ICT), teaching, and learning experiences are explicitly embedded in all the department's schemes of work, and promote the sharing and development of good practice across the department
- Set high standards for self and others ensuring an attractive and stimulating classroom environment
- Teach classes, groups or individuals, and set tasks to be undertaken at school and elsewhere
- Regularly review the quality of homework set and make recommendations for improvement
- Ensure all classes have work set in the event of absence from school

Assessing, recording and reporting

- Implement quality assurance processes to ensure consistency across departments in respect of marking, assessments, report writing, schemes of work, lesson observations, use of differentiation and assessment for learning.
- Working with the Deputy Head, Academic improve academic tracking, intervention and support in the Faculty
- Analyse the achievements and levels of attainment of departments in the Faculty in both external examination results and internal assessments
- Ensure students' class work and homework is marked and assessed constructively in accordance with departmental guidelines and school policy
- Set and mark examination papers and tests (including admissions tests) as required by the Deputy Head, Academic
- Report as necessary on the performance, work, and progress of students, the department, and departmental staff
- Ensure that students' work is inspected, moderated and discussed with subject teachers
- Ensure marks and assessments are recorded in accordance with school and departmental policy
- Provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the attainment, progress, development and learning of individual students and of groups of students
- Ensure that all students receive high quality formative feedback and that this is evident in the marking of work
- Provide leadership and direction in the use of data to inform planning, target setting and raising achievement and attainment
- Develop systems to ensure group and individual data is used to track progress and focus intervention in order to optimise outcomes
- Ensure all teachers and departments are making effective use of academic data in order to improve pupil learning and progress.
- Raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress
- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Analyse and evaluate, with the department, performance data provided, and take appropriate action in response.
- Ensure all matters related to external exam entries are co-ordinated
- Participate in arrangements for preparing pupils for public examinations and assessing pupils for the purposes of such examinations; recording and reporting such assessments
- Ensure that subject based intervention plans are implemented for students requiring additional support
- Monitor and evaluate the quality of teaching and learning in the context of the school's self-review framework
- Establish high quality provision within the department for gifted and talented students, those with English as an additional language and those with special needs

Behaviour and relationships

- Observe colleagues at work and to encourage the evaluation and sharing of best practice
- Identify staff development needs and design appropriate programmes to meet training needs
- Promote and maintain good order, discipline and respect for others amongst students
- Promote the school's values and rules
- Safeguard the health and safety of all pupils whether on school premises or engaged in school activities elsewhere
- Develop relationships amongst students conducive to optimum learning

- Demonstrate a positive approach a willingness to share ideas and work as part of a team.
- Demonstrate the ability to cope with, and manage, change.
- Demonstrate an open mind that is receptive to new ideas, approaches and challenges

Communication with Parents and prospective parents

- Ensure all department members build and maintain co-operative relationships with parents and to communicate with them on students' learning and progress, drawing attention to skills and talents as well as areas for improvement and difficulties
- To attend Parents' Evenings and other meetings with parents as required, and to provide parents with information about a student's effort, attitude, performance and prospects
- To attend other events outside the school day as required eg. Open Day, Speech Day

Professional Development

- Keep up to date with new developments in the subject, alongside current educational thinking and practice
- Evaluate and review one's own teaching methods (and those of the department), materials, and schemes of work, making changes as appropriate
- Participate in the School's programme of professional review as agreed with the Head / Deputy Head, Academic
- To demonstrate an active commitment to promoting and ensuring innovative classroom practice

Departmental

- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan
- Work with Head of Departments in the Faculty to monitor, guide, advise and direct individual teachers in each department in order to improve pupil learning.
- Where relevant, to provide effective strategic management of support staff attached to the Faculty
- Take overall responsibility for Health and Safety across the Faculty.
- Guide, advise and direct individual teachers in the department
- Lead performance reviews of Head of Departments across the Faculty, managing the performance as necessary including meeting with teachers to discuss their performance, progress and continuing professional development needs
- Organise and lead regular departmental meetings and professional development at which the quality of learning and teaching is the principal focus
- Take accountability for the recruitment and induction of staff
- Ensure all departmental administration is completed accurately and effectively
- Lead regular Faculty meetings with Head of Departments in the Faculty, and professional development activities at which the quality of learning and teaching is the main focus
- To be responsible for the departmental section of the Intranet, and have overarching responsibility for the departmental handbook
- Safeguard the fabric and furniture of the school and to investigate, deal with and report any instances of damage
- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Analyse and evaluate, with the department, performance data provided and take appropriate action in response
- Work with Head of Departments raising the profile of departments in the Faculty and the Faculty as a whole, internally and externally, locally and nationally. This will include an overview of the co-curricular programme, trips, visits, lectures and competitions within the Faculty.
- To represent that faculty at Sixth form Preview and GCSE options evenings
- To ensure that the faculty provides a range of co-curricular opportunities for all year groups

- To lead on the preparation of RMS pupils for entrance tests for university entry

School Life

- Participate fully in all areas of school life by attending assemblies, acting as a form tutor, acting as a house tutor, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to extra-curricular activities
- Take part in whole school reviews of policy and in the formulation of guidelines as required
- Play a leading role in the development of the EPQ at RMS, including supervising students
- Contribute to the development of academic strategy
- Take a leading role in the co-curricular life of the school
- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.

PERSON PROFILE

The holder of this post will be flexible and enthusiastic and enjoy working within a team with all members of the school community as well as demonstrating an affinity and understanding of the ethos of the school. An open mind, being receptive to new ideas and challenges and a willingness to contribute to all areas of school life will be essential alongside a commitment to self-improvement.

PERSON SPECIFICATION

Qualifications and Attainments:

- Strong A levels and a good degree in Mathematics or an appropriately related subject.
- A PGCE or other suitable teaching qualification
- Evidence of recent CPD/ In-service training

Experience and knowledge:

- Excellent subject knowledge
- Ability to lead the teaching of Mathematics across the Senior School age range (11-18)
- Ability to teach all aspects of the Further Mathematics course.
- Ability to set high standards in the classroom for themselves and others
- Proven ability to line manage a team of staff, providing support and leadership
- Excellent management skills, including the ability to manage difficult situations and engage in difficult conversations.
- The ability to communicate effectively, orally and in writing, to a range of audiences and for a variety of purposes.
- A high level of organisational and planning skills, with the ability to investigate, solve problems, and make decisions.
- Proven ability to set, mark and report on students' work on a regular basis so that effective feedback is given and ensure this approach is consistent across the department
- Evidence of sound IT skills and its application in teaching and learning in Mathematics
- Up to date knowledge of educational practice and issues and the commitment to sharing this to develop others
- Excellent pedagogical knowledge, including up-to-date knowledge of educational practice and thinking

- Effective organisational skills with the ability to meet deadlines
- Ability to gather, analyse and interpret data for effective target setting
- Excellent interpersonal skills
- Ability to lead and influence others
- Desire to contribute effectively to pastoral life at RMS
- Willingness to contribute effectively to RMS's co-curricular classes and activities

Desirable skills

- evidence of relevant experience outside the classroom
- experience leading a department and line managing others
- experience in preparing pupils for Oxford Entrance examinations and STEP papers.

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she is:

- passionate about teaching the subject of Mathematics; an excellent classroom practitioner for themselves and others
- able to develop the department to achieve the highest academic standards to ensure all pupils reach their full potential
- able to motivate staff to embrace development
- willing to lead and participate fully in the Department's programme of trips and events
- able to promote Mathematics in and out of the classroom
- able to demonstrate a proven track record considering and reflecting upon one's teaching methods, with a commitment to enabling and encouraging learning and continuing professional development in others
- experienced in assessing and reviewing course content and teaching methods and the ability to modify where necessary
- able to communicate effectively, orally and in writing, to a range of audiences
- highly organised with sound planning skills
- able to investigate, solve problems and make decisions
- able to see change as an opportunity
- able to inspire, manage and support a team of teachers
- genuinely interested in the development of young people with an enthusiasm for teaching
- committed to an involvement in pastoral responsibilities and co-curricular activities
- willing to contribute to the whole life of the school with a supportive understanding of the ethos of independent education
- has a record of good health and attendance and is of smart personal appearance
- a positive role model for young people

TERMS OF EMPLOYMENT

The terms of employment include:

- Full time, permanent role
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate’s ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.