



## JOB DESCRIPTION

*Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.*

<b>Job Title:</b>	<b>Head of Faculty</b>
<b>Salary:</b>	<b>TLR1c</b>
<b>Additional non-contact time:</b>	<b>14 periods per fortnight for leadership and management duties</b>
<b>Responsible to:</b>	<b>Deputy Headteacher (Curriculum and Planning)</b>
<b>Responsible for:</b>	<b>Teaching staff and other relevant personnel within the faculty</b>

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### **Strategic purpose:**

The Head of Faculty will play a major role under the direction of the SMT in:

- Establishing the aims and objectives of the faculty to reflect the overall aims and objectives of the school
- Establishing statutory policies and procedures to achieve these aims and objectives
- Managing staff and resources
- Monitoring the progress of staff towards meeting the overall aims and objectives
- Leading, developing and enhancing the teaching practice of other teachers within the faculty

### **Key responsibilities:**

The Head of Faculty will have overall responsibility for all the teaching and learning within the faculty. This to include:

- Devising with SMT a suitable responsibility structure within the faculty with appropriate job descriptions
- Taking a strategic view of the faculty's work and ensuring that this is embodied and resourced through the school's development planning process
- Day-to-day management, control and operation of course provision, including the effective deployment of staff and physical resources
- Responsibility for curriculum planning in the faculty in the context of school policy and statutory requirements. There should be schemes of learning in line with school requirements
- Responsibility for the care and good management of faculty accommodation and resources

- Taking responsibility for the conduct and behaviour of pupils in the faculty and supporting staff in the maintenance of standards and implementation of procedures in line with school policy
- Undertaking quality assurance, including learning walks, interim analysis, pupil voice and work scrutinies in line with the school's quality assurance programme

The Head of Faculty will have responsibility for supporting all pupils within the faculty in working towards their agreed targets, both individually and across the faculty. This to include:

- Tracking pupil progress and developing appropriate strategies for improving the progress of individuals and groups of pupils
- Allocating pupils to teaching groups according to school and faculty policy, ensuring that the data manager is provided with up-to-date teaching group data
- Establishment of and quality control over a faculty assessment policy, to include regular assessment and the production of interim and annual reports, ensuring that systems are in place for the regular tracking and review of pupil progress
- Making entry arrangements for public examinations
- Having a system to record assessments within the faculty and ensuring that summative assessments are kept up-to-date on the Reports Manager database

The Head of Faculty will have responsibility for ensuring that all members of the faculty are performing as effectively and efficiently as possible. Working through the school's CPD programme, the Head of Faculty will ensure that the members of the faculty keep their knowledge and expertise up to date. This to include:


- Induction, guidance and advice to the faculty team
- Chairing regular faculty meetings
- Oversight of the work of members of and support staff attached to the faculty
- Encouraging members of the faculty to keep abreast of recent developments in subject areas
- Assisting in the professional development of staff through implementation of the school's performance management and CPD policies
- Safeguarding and promoting the welfare of all pupils and ensuring that team members fulfil their responsibilities in this area
- Ensuring that the faculty is aware of and complies with the school's health and safety at work policy

The Head of Faculty will represent the interests of the faculty within the wider management of the school and will contribute to the development and review of whole-school policy. This to include:

- Representing the faculty to the governing body, especially through the governor linked to it; also representing the faculty to other outside agencies, including primary schools and other members of the local community
- Presenting the view of the faculty team at and feeding back to them from meetings of Faculty Heads and Senior Staff Group

### **Other:**

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme
- To support the aims and ethos of the school

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- To comply with the school's health and safety policy
  - To undertake any other reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*