

## Job Description

<b>Job Title:</b>	Head of Faculty - MFL
<b>Grade:</b>	MPS/UPS + TLR 2a £6450
<b>Work Pattern:</b>	Full Time
<b>Reports To:</b>	Vice Principal Teaching & Learning
<b>Staff Managed (if any):</b>	Faculty staff.

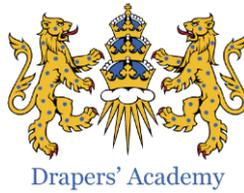
In addition to the requirements of a class teacher and any other agreed responsibilities, Heads of Faculty (HoF) function at two levels - as team leaders with specific curricular responsibilities and as middle managers with whole-school responsibilities.

In addition to the requirements of a class teacher and any other agreed responsibilities, to be accountable for the results of specified curricular areas / aspects of the school's work and to support, hold accountable, develop and lead those subject leaders and their teams.

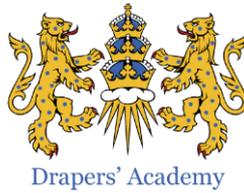
Each HoF is line-managed by a member of the SLT.

### Main Duties and Responsibilities

- Curriculum development.
- The quality of teaching and learning in the faculty.
- Pupil progress and achievement in the subjects taught by the faculty
- Overseeing the quality of assessments and reports produced by the faculty.
- Appointing and inducting new staff to the faculty.
- Promoting/providing subject-based CPD for staff in the department.
- Performance management of staff in the faculty.
- Promoting the profile of the faculty within the school.
- Undertaking self-evaluation of the faculty department (see 'Self-evaluation cycle in staff handbook).



- Participating in line/middle leadership meetings.
- Implementation of faculty and school policies.
- Ensuring that appropriate cover work is set by an absent teacher. If the teacher is too indisposed to do so, the HoF sets the work.
- Pupil behaviour – in accordance with the school's discipline policy.
- Arranging visits, speakers and other subject-based extracurricular activities.
- Appropriate delegation of responsibilities to staff in the faculty.
- Providing appropriate support for student teachers working within the department.
- Control of faculty budget.
- Ordering faculty resources.
- Preparing and maintaining a faculty handbook.
- Ensuring that faculty areas and shared circulation spaces are tidy and that displays are regularly changed and are maintained to a high standard.
- Responsibilities as middle leaders, which includes:
  - Making a significant contribution to the maintenance of the school ethos
  - Making a significant contribution to school improvement and planning
  - Advising the Principal and SLT on national and local developments within their subject area
  - Participating in the school's decision-making processes
  - Sharing their expertise for the benefit of others
  - Acting as role models to colleagues.
- To agree and support the achievement of designated subject / area pupil progress targets to make a measurable contribution to whole school targets.
- To support, facilitate and monitor the progress of the designated subject / area development plans to ensure they make a significant contribution to the school improvement plan.
- To provide regular feedback for subject / area leaders in a way which recognizes good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning across the subject / area.
- To review and report annually on the standards of leadership, teaching and learning in the designated subjects / areas consistent with the procedures in the school self evaluation policy.



- To consult with the designated subject teachers and assist with the formulation, communication and monitoring of the school improvement plan to ensure concerns and ideas are considered and all staff understands the key school targets and the part they play in achieving these.
- To support and assist subject/area leaders to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- To provide regular progress updates to Leadership Team to ensure Team is fully aware of all successes, issues and concerns in the subjects / areas.
- To undertake Performance Management responsibilities in line with the relevant school policy.

### **Additional duties**

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.