



Talbot Heath
Independent School for Girls aged 3-18

HONOUR BEFORE HONOURS

PROFESSIONAL DUTIES HEAD OF FACULTY

In addition to the standard teacher's job description the Head of Faculty is also responsible for :

- The development of faculty subjects throughout the school, ensuring that each pupil is positively encouraged to develop her potential to the full.
- Monitoring the faculty to ensure that all subjects are taught and assessed in line with recognised schemes of work and school policies

Specific responsibilities include:

- Planning, implementing and reviewing the effective teaching of faculty subjects within the framework of the National Curriculum, where appropriate.
- Ensuring that assessment [including the setting of school examinations] is regular, thorough and in line with school policy.
- Ensuring that full records of work done by members of the faculty and pupils are kept.
- Performance Management of staff within the faculty, including staff development and training as appropriate.
- Holding frequent and regular faculty meetings as may be appropriate.
- Preparation of the faculty handbook in accordance with school policy
- Co-operating with the Senior Management Team in developing links with feeder schools and local employers.
- Liaising with the Senior Management Team in all matters concerned with the timetable and curriculum.
- Future development of subjects within the faculty.
- Estimating the annual faculty budget and keeping the faculty within its budget.
- Ensuring that the stock and equipment is regularly updated, is well cared for, and economically used.
- Supervising the work of support staff where appropriate
- Safety of pupils and staff in accordance with the school's Health and Safety Policy

- Appointing SEN link teacher for the faculty and monitoring the faculty's compliance with the school's SEN policy
- Ensuring that the faculty rooms present a stimulating learning environment
- Organising public examination entries with the Examinations Officer.
- Organising setting arrangements within the faculty where appropriate.
- Contributing to school entrance procedures as appropriate
- Establishing formal links with Talbot Heath Junior School to ensure logical curriculum progression between Key Stages 2 and 3 and tracking of pupil progress across the Key Stages.
- Participating as a member of the Management Team in the efficient running of the school.