

Job Description

Job Title:	Head of Faculty
Reporting to:	SLT Link Manager
Location:	Welling School – City Region
Scale:	TLR 1.4 (TLR 1.5 Core)
Appointment:	Full Time

About Us:

Welling School is part of TKAT (The Kemnal Academies Trust) which is one of the largest Multi Academy Trusts in South East England with over 40 Primary and Secondary Academies in the TKAT family.

Our ultimate aim is to ensure we drive education in standards through the provision of outstanding teaching, leadership and learning for all. The Welling values are, to be:

- Ambitious
- Kind
- Active

Core Purpose:

“Educating outward-looking learners who will thrive in their own lives and contribute to making the world a better place.”

To promote high standards of student learning, achievement, attainment and behaviour through the effective leadership of the Faculty team.

The Role:

In addition to meeting the requirements of the National Standards of Teachers, the following will be expected in this role:

- to lead in the promotion of high standards of student learning, achievement, progress, attainment and behaviour, across KS3, KS4 and KS5, through working effectively with the SLT Link Manager;
- keep up to date on subject development and research at national level and ensure this is shared with the teachers in the Faculty;
- to lead and work collaboratively with other members of the Faculty in raising academic achievement across the subject area;
- responsibility for the analysis of and regular review of academic achievement and student progress in the subject. This will include the organisation of appropriate intervention following the identification of under-achievement and the measuring of its success;
- your performance will be judged by your outcomes relating to targets set in your PMR, attitudes and professional behaviours. This job description is current at the date shown, but in consultation with you, may change to reflect or anticipate changes in the job commensurate with the grade and job title, it may also be subject to amendment by government legislation.

Key Responsibilities:

Job Purpose

- Build on the current curriculum at all key stages to extend and develop it further;
- Devise and implement a school wide standard based assessment programme for the Faculty;
- Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements;
- Lead in the promotion of high standards of student learning, achievement, progress, attainment and behaviour across the key stages for the Faculty;
- Lead and work collaboratively and effectively with other members of the faculty to raise academic achievement across all key stages;
- Be responsible for the analysis and regular review of academic achievement and student progress within the Faculty including the organisation of appropriate intervention and measuring its success;
- Create and develop challenging and innovative schemes of work which are inspiring for learners and teachers alike, working in conjunction with the other members of the Faculty.

Leadership and People Management

- Be the lead teacher in the Faculty and develop staff by leading in developing teaching and beyond.
- Carry out Performance Management within the Faculty and use it as an opportunity to develop the Faculty and the individuals within it, and effectively manage underperformance;
- Create and develop the use of regular and measurable assessments to monitor progress and set targets;
- Support staff in establishing high standards of behaviour;
- Ensure assessments are moderated internally and reflect each students' overall level which is both externally valid and provides an accurate baseline for the next academic year;
- Analyse progress and attainment data to make data-driven changes to the curriculum and to target pupil intervention;
- Through quality assurance of lessons across the Faculty, coach subject teachers to ensure excellent teaching and learning in all lessons, ensuring that classroom teachers are utilising best pedagogical practice.

Teaching and Learning

- Teach engaging and effective lessons that motivate and inspire students;
- Setting and marking of work and homework in line with the school's policies;
- Use regular assessments to set targets, monitor progress and respond accordingly;
- Produce/contribute to written and oral student assessments, reports and references relating to an individual student and groups within required deadlines, including the personal and social needs of students;
- Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in student progress;
- Maintain regular and productive communication with pupils, parents/carers to report on progress and behaviour - both sanctions and rewards;
- Assess, record and report on development, progress and attainment of students, meeting required deadlines across the subjects for which you are accountable.

Areas of Accountability

The post holder is accountable to the SLT Link Manager for the following standards within the Faculty:

- all students achieve their potential;
- continuity and progression across Key Stages;
- learning and teaching are differentiated, active, engaging and relevant;
- assessment across the subject team is standardised;
- student attainment and progress are effectively monitored;

- staff use assessment information to identify and address underachievement and provide guidance to students;
- effective provision for students with special educational needs and gifted and talented students;
- the effective organisation and administration of tests and examinations.

The job description is illustrative of the general nature and level of accountability of the role. It is not a comprehensive list of all tasks that the Head of Faculty will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Personal Qualities and Expectations:

- Take responsibility for promoting and safeguarding the welfare of children and young people and act with vigilance to ensure all students are safe;
- Support the staff and governing body in fulfilling their responsibilities with regard to performance;
- To work as part of a whole school team in achieving the school's overall targets;
- Promote and protect the health and safety welfare of pupils and staff;
- Focuses their time and efforts on issues that will have the greatest impact on agreed objectives;
- To work collaboratively to provide a professional and positive view of the school that is outward facing;
- Recognises when colleagues are under pressure and works within teams and across boundaries to share knowledge and achieve results;
- To promote the school's values and ethos and to work in accordance with the School's Code of Conduct and all other school policies;
- Maintain appropriate confidentiality and adhere to General Data Protection Regulations;
- To ensure that the use of IT equipment, that is provided by the Trust or academy as part of their normal duties, are not used for their own private use or gain.