



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Deputy Head of Faculty & Key Stage Coordinator
FACULTY	Maths
GRADE	Management Allowance (MA) 3
RESPONSIBLE TO	Head of Faculty
JOB PURPOSE	To assist the Head of Faculty in the leadership, management and co-ordination of the work within the Faculty. To deputise for the Head of Faculty as necessary.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Deputy Head of Faculty

- To support and assist the Head of Faculty in managing development planning, the curriculum, the learning environment, assessment recording and reporting, resources and staff development.
- To support the Head of Faculty in leading and including all Faculty staff in development planning for the area
- To represent their area through the school's consultative structure, within the school and at meetings with governors, parents, inspectors, feeder schools, partner schools, other secondary schools etc.
- To promote a purposeful, disciplined and thriving learning environment which aims to raise pupil expectations and self-esteem
- To identify training needs and contribute to the facilitation of its delivery
- To support and mentor any post holders with responsibilities.
- To consult fully with the Head of Faculty.

- To undertake roles and responsibilities to help promote a purposeful, disciplined and thriving learning environment within the Faculty
- To facilitate and provide support on faculty self review and evaluation
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with