



St. Mary Magdalene CE Secondary Phase
Job Description
Assistant Director of Faculty – Creative & Health

In addition to carrying out the duties of a School Teacher as set out in the School Teacher's Pay Conditions Document, the Assistant Director of Faculty at St. Mary Magdalene will:

- Provide professional leadership for the school, alongside others, which secures its success and improvement, ensuring high quality education for all its students.
- Support the Director of Creative & Health and senior leadership team in driving improvements in teaching and learning, setting appropriate expectations for staff and students.
- By virtue of being the Assistant Director of Faculty, be professional at all times and provide a positive role model for all staff to follow and promote teamwork.
- Represent the school at relevant meetings and courses, as well liaising with other educational establishments.
- Support the leading and managing of the faculty team of teachers and support staff for the faculty in delivering high quality teaching and learning.
- Create an open, leadership and management style that encourages positive communication and good team relationships within the school and also with Governors, parents, the parish and the wider community, the Southwark Diocesan Board of Education, and the local Education authority.
- Have involvement with the Governing Body, as appropriate, through representation on committees and meetings.

Main activities and responsibilities:

Assistant Director of Faculty

To be the second point of contact for staff, parent, pupil issues regarding faculty issues on behalf of the senior leadership team on a day to day basis.

To help lead the faculty with accountability for:

- Pupil attainment and progress across the faculty subjects
- Monitoring standards of teaching and learning for teachers and support staff.
- Ensuring support staff are deployed effectively.
- Delivering and supporting initiatives in the faculty as well as whole school initiatives
- Being a role model for outstanding practice.
- Supporting staff in developing their practice through reflection.

Faculty Development

- To establish teamwork across the subjects which results in good to outstanding classroom practice.
- To contribute to establishing the core values of the school's leadership teams and exemplify this in daily practice.
- To contribute to the formulation of the aims and objectives of the secondary phase of the school, its policies and ethos for their implementation.
- To maintain effective communication within the school, with parents and outside agencies, the local community and the parish.
- To maintain high standards of behaviour and discipline for students, including regular contact with parents, especially within the faculty.

- To ensure that equality of opportunity is developed positively and sensitively.
- To assist in creating a safe and secure environment for all who work and learn at the school.
- To liaise with colleagues to ensure the successful transition from key stage two to secondary school.

Staff Management

- To support the Faculty Director (SLT) in the management of all staff on a day to day basis.
- To support faculty meetings on a half termly basis.
- To help develop the staff team by being the assistant leader for all staff in the faculty.
- To work collaboratively with the whole leadership team to ensure successful transition between Key Stages.
- To lead, support and motivate colleagues in all aspects of the school's work.

Staff Development

- To support teachers in the delivery of at least good lessons in the faculty.
- To deliver staff training and professional development (e.g. coaching, peer support and target setting) to enhance the teaching and learning of the faculty.
- To be a supportive member of staff during staff INSET/ CPD.
- To support staff to meet personal and professional targets.
- To support staff to lead parent workshops which relate to your faculty subjects.

People and Relationships

- To sustain effective, positive relationships with all staff, students, parents, Governors and the local community.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To encourage moral and spiritual growth as well as respect in all stakeholders.
- To actively support the pastoral care and guidance of students across the school.
- To manage innovation and change within the school community.
- To work collaboratively with all stakeholders, including updating and liaising with office staff, Pastoral and HSLW regarding events/concerns in the faculty.
- To maintain a high level of professionalism and confidentiality inside and outside the workplace at all times.

Resource Management

- *Advise the Faculty Director (SLT) in regards to faculty priorities and monitor the use of resources.*
- To maintain the high standards of resources available to deliver good quality lessons.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and for students' personal development.

Teaching, Learning and Monitoring

- To implement and monitor the successful delivery of the National Curriculum for all students in the faculty.
- To initiate, along with the leadership teams, curriculum development and DfE strategies, encouraging teaching approaches appropriate to the needs of individual students and the phase.
- To liaise closely with all staff in faculty to ensure continuity and progression across the age and ability range in planning lessons.
- To support teachers and further develop the quality of teaching by providing demonstrations and team teaching in your faculty.
- To review long term curriculum provision to ensure coverage, progression and a range of learning experiences throughout the faculty, in line with the new curriculum changes.

- To regularly evaluate standards of teaching and learning through planning folder monitoring, book scans, display monitoring, assessment and guided reading folder monitoring and the impact on the progress of students in your faculty.

Standards and Achievement

- To support the faculty teachers with the changes and implementation of new testing for secondary students.
- To assist in ensuring the tracker for the faculty subjects is kept up to date and to analyse school data and plan for improvement. To feedback to the strategic leadership team findings from the tracker on a regular basis.
- Using tracker data, as well as other data sources, carry out progress meetings each term with every teacher in the faculty. Feedback to the leadership teams the outcomes of these meetings.
- To assist in supporting the strategic leadership in preparation for visits from Ofsted, local authority and SDBE inspectors.
- To support teachers with the target setting process, and developing tracking procedures in line with the new National Curriculum.
- To support staff in establishing short term, clear targets for improving and sustaining student achievement.

As well as these main responsibilities you will:

- Maintain a teaching commitment for approximately 16 hours a week.
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.
- Be responsible, along with the other senior leaders, for the daily running of the school if all members of strategic leadership team are unavailable.
- Undertake such duties as are delegated by the Principal and Executive Head Teachers.
- Help foster and nurture the Christian faith and ethos within the school.