

Job Description for a Head of Faculty (TLR 1d)

Purpose of the job

To lead and manage the faculty in promoting the deepest learning of all students
To promote and be accountable for high standards of achievement

Responsibilities

The appointment is subject to the appropriate conditions of employment of teachers contained in the School Teacher's Pay and Conditions Document and other current employment and educational legislation.

Responsible to: Link member of the Leadership team

Responsible for: All staff working within the faculty

Main duties

1) Leadership

To lead the faculty by providing a clear vision informed by the school development plan and communicating the vision to all members of the school community

To secure the commitment of all members of the faculty to achieving the vision built on highest expectations.

To promote continuing professional development throughout the faculty and take responsibility for personal professional development

To promote effective learning in every classroom in support of the school focus on learning by ensuring that whole school strategies are implemented and monitored effectively

To be a good role model for members of the faculty

To take on Leadership Team responsibilities when requested to do so in supporting the day to day running of the school

To develop the leadership capacity of all post holders in the faculty

To implement and embed a faculty SDP/SEF supporting the whole school SDP/SEF cycle.

2) Management

To monitor the quality of teaching and learning throughout the faculty by:

- planning and implementing strategies designed to improve teaching and learning and evaluating their impact
- promoting the professional development of teachers within the faculty through classroom observation, coaching in the classroom and work sampling

To induct new teachers

To ensure that the day to day running of the faculty is effective

To use data effectively in monitoring student learning, informing intervention and evaluating the performance of the faculty

To manage the faculty budget in order to ensure that spending promotes student learning and that the budget is not overspent within any financial year

To manage the behaviour of students in the care of the faculty in line with schools procedures

To play a leading role in the appointment of staff to the faculty

To develop and maintain good professional relationships with colleagues at all times

To monitor the performance of staff, share good practice and challenge under performance

3) Results

To ensure that:

- Faculty and department results show sustained improvement in ALPS grades at KS5 and progress and value added at KS4
- GCSE results are within 5% of prediction and within 5% of FFT(D) target
- 75% or more of students in year 11 hit or exceed their target grades
- To use data effectively in promoting the attainment of all students within the faculty

4) Learning

To promote joint planning of schemes of work

To promote pedagogical dialogue within the faculty leading to shared lesson planning

To implement, promote and monitor effective behaviour management strategies within the faculty

To promote good relationships with students and parents and carers (incorporating strategies for gaining their views on learning)

To teach good lessons

5) General

To carry out any other reasonable task at the request of a member of the Leadership Team