

JOB TITLE/POST: HEAD OF FACULTY

Immediately responsible to: Senior Line Manager/Headteacher

Immediately responsible for: Colleagues in Faculty

Job Purpose:

- The role of the Head of Faculty is to provide high quality Leadership to ensure that **all** pupils in relevant subjects make substantial and sustained progress from their different starting points.
- The Head of Faculty is responsible for providing high quality and effective leadership to the team of teachers and support staff who contribute to the Faculty, ensuring high quality, consistent learning takes place.
- The Head of Faculty will lead, develop and enhance the quality of teaching of the Faculty and working closely with all relevant specialists.
- The Head of Faculty is responsible for the management of pupils, staff and resources.
- The Head of Faculty will be responsible for working closely with the Senior Leadership Team to ensure School pupils make substantial and sustained progress from their different starting points.
- The Head of Faculty will be responsible for maintaining links with appropriate organisations, local, national and international in order to enhance the curriculum experience of the pupils

General Responsibilities and Duties

Promoting Pupil Progress

- To ensure pupil information is accurate and that all staff have a clear understanding of pupils' progress and development through regular moderation internally and externally.
- To ensure the Faculty has an accurate database of individual pupil data which is used effectively by Faculty staff to plan and deliver appropriate learning.
- Use performance data to understand pupil progress and act accordingly either in rewarding success or intervening with underperformance.
- Have in place systems to identify pupils who require specific intervention from your faculty such as the most able, disadvantaged pupils or underachievers and respond to their needs.
- Support progress through implementing school policies and procedures including the code of conduct.
- Produce high quality internal examinations for the Faculty.

Management of resources

- Be responsible for the oversight of faculty resources and their use.
- Be accountable for the budget allocated to the faculty. Oversee Faculty spending and monitor value for money.
- Establish and maintain a well organised resources base.
- To keep accurate up to date inventory of all subject resources.
- Ensure that Health and Safety rules and principles are in place and upheld by all.
- To ensure Health & Safety procedures are adhered to by all Faculty staff and the Faculty has up to date and appropriate risk assessments. To be up to date on procedures for the safeguarding of pupils.

Monitoring of teaching and learning to promote best practice

- Ensure that schemes of work meet the needs of all pupils and are regularly reviewed and updated as appropriate.
- To monitor the marking of work across the Faculty and implement work sampling on a regular basis. Swiftly acting upon any identified needs.
- Routinely monitor the teaching of the faculty ensuring that good practice is shared.
- Routinely monitor the assessment of pupils' work to secure accuracy.
- Use observations, faculty reviews and other evidence to address weaknesses and set targets for improvement.
- Ensure an effective communication system across the faculty promotes for the sharing of teaching and learning strategies.
- To develop the use of the new technologies within the Faculty and across the School.
- To oversee good pupil discipline across the Faculty and ensure appropriate rewards are in place to celebrate pupils' success.

Accountability to Line Manager, Headteacher and Governors

- Prepare for and meet regularly with the faculty's line manager. To adhere to the Fixed Line Management Agenda.
- Report termly on the progress of pupils at both Key Stages within Faculty subjects.
- Analyse and evaluate these results for the purpose of informing development planning.
- Determine an annual faculty development plan which takes into account both school and faculty priorities, and which is reviewed regularly.
- Analyse KS3 and KS4 results and produce a written evaluation for the Faculty, Leadership Team and Governors.
- Implement the developments and CPD required following Faculty reviews and lesson observations.
- Oversee the production of pupil reports and be responsible for the quality and accuracy of report writing within the Faculty.
- Participate in the appraisal process and act upon its outcomes as appropriate.

- Provide information for the SEF, and other whole school documents.
- Produce an annual Science report for the Governors.
- Prepare the Faculty for visits by HMI, OFSTED and other external visitors.

Maintaining a supportive working environment

- Have oversight of faculty rooms to create a faculty identity.
- Hold regular faculty meetings.
- Serve as a model to other members of the faculty.
- Support and guide other members of the faculty, acting as a coach where appropriate.
- To oversee the appointment and induction of new staff.

Promoting the ethos of the school

- Have a vision of the contribution of the faculty to the ethos of the school which is referred to regularly and used to guide future developments.
- Share the work of the faculty with parents, colleagues and other stakeholders.
- Establish curricular links with the community, other schools and other curriculum areas within the school.
- Work with your team to ensure that professional standards are upheld.
- Promote attendance and involvement in whole school events.
- To ensure staff attendance at Parent/Teacher meetings and organisation of the Faculty for these events.
- To ensure the Faculty is well represented at all Evening/Open afternoon events.
- To ensure cover staff are well supported in the Faculty
- To be an efficient and effective Form Tutor(if required)
- Undertake tasks as required by the Headteacher to ensure the success of pupils and the efficient and effective running of the Faculty.
- To undertake duties as requested by the Headteacher within the purview of the post.