



Position: HEAD OF FACULTY

Salary: MTPS/UTPS + TLR 1b

Contract: Permanent: Part-time/Full-time

Disclosure Level: Enhanced

We will all fulfil our unique God-given potential

SAINT GABRIEL'S COLLEGE

Saint Gabriel's College is a small, inclusive 11-16 Church of England secondary school in the heart of Lambeth where every member of the community is valued. All our students are encouraged to achieve excellence by working hard, continuously improving, growing spiritually and thinking of others. We believe that all our students are made in the image of God and, as such, are of intrinsic value. Our mission is to help everyone in our school flourish and fulfil their unique, God-given potential. We seek to educate the whole child, pursuing academic excellence through the principles of wisdom, hope, community and dignity.

The recruitment and development of an exceptional team of practitioners is a top priority for us. Our team comprises committed professionals who are invested in ensuring that each member of our community fulfils their unique God-given potential. We are clear that our aim for students to secure the very best outcomes relies upon our ability to deliver high standards of teaching and learning as well as our provision of high quality professional development.

We are seeking to appoint an ambitious and talented Head of Faculty with a relentless focus on ensuring high quality teaching and learning at Saint Gabriel's College.

WHY WORK FOR US?

We have high ambitions for our students, and we want them to have access to a world-class education. In April 2024, Ofsted conducted an inspection of Saint Gabriel's College and concluded that the school continues to be "Good." The report highlights our caring and inclusive ethos, noting that our leaders have fostered a strong community spirit underpinned by the values of the "SGC Way."

Students described the school as "very welcoming and open" and said, "it feels like family." They behave well during lessons and around the school site.

We are a successful, well-led school with a supportive staff who are friendly, collaborative, and passionate about enriching the lives of our students each day. Saint Gabriel's College is a great place to work, and we are privileged to work with such wonderful young people.

STAFF BENEFITS

- Funding towards a range of qualifications to support your development
- Access to our Professional Development Pathways programme
- Confidential coaching and/or counselling sessions
- Cycle to work scheme
- Annual travel season ticket loan

JOB DESCRIPTION

ACCOUNTABILITY

The Head of Faculty is directly accountable to the Leadership Member responsible for overseeing the faculty.

JOB PURPOSE

To support all students in reaching their full potential at Saint Gabriel's College by developing and improving teaching and learning across the faculty and contributing to whole-school responsibilities. The post holder will ensure the highest possible student achievement outcomes and is expected to plan and deliver outstanding lessons within the department.

GENERAL RESPONSIBILITY

Strategic development of the school's faculty provision and oversight of the day-to-day operations, with the aim of raising student achievement.

All staff at Saint Gabriel's College accept responsibility for school improvement and for providing an atmosphere in which students have the opportunity to fulfil their unique God-given potential for intellectual, emotional, physical, spiritual and psychological growth. We expect all staff to support the Christian ethos of the school, in word, manner and deed, maintaining the highest professional standards and contributing actively to the development of the school as a thriving community.

KEY STRATEGIC RESPONSIBILITIES

LEADERSHIP

1. Support faculty teachers to fulfill their responsibility to deliver a high-quality curriculum;
2. Monitor student progress across the faculty, working with teachers to establish effective interventions where required;
3. Develop the faculty curriculum to ensure successful student outcomes in public exams;
4. Lead extra-curricular provision within the faculty, including relevant enrichment activities;
5. Oversee the day-to-day management and operation of the faculty.

WORKING WITH OTHERS

1. Establish good working relationships with all members of SGC staff;
2. Lead the successful induction of any new members of the faculty;
3. Establish good working relationships with students and their families to keep them highly motivated to succeed;
4. Work as a member of the faculty team to maintain a high-performing department;
5. Build relationships with local primary schools to promote the school through faculty-

related initiatives, such as specific projects through the Brixton Learning Collaborative;

6. Work with external examiners to ensure that all relevant students have opportunities for accreditation;
7. Ensure appropriate arrangements are in place for the setting of work when needed.

TEACHING AND LEARNING

1. Plan and deliver outstanding lessons across the school;
2. Develop the KS3 curriculum to ensure students are well prepared for the rigour of GCSE;
3. Devise innovative and challenging schemes of work;
4. Deliver whole-school teaching and learning programs such as literacy and numeracy;
5. Mentor and train teachers within the school or partner schools as required;
6. Use agreed procedures for assessing, recording, and reporting on attendance, development, progress, and attainment of students;
7. Ensure that homework is appropriate and set by the team in accordance with the homework policy and schedule;
8. Monitor and evaluate the quality of teaching and learning in the faculty;
9. Keep up to date with current developments and research in teaching and learning, initiating change where appropriate.

PASTORAL SUPPORT FOR STUDENTS

1. As an advisor, undertake delegated responsibility for pastoral care of a group of students, fully implementing the school's pastoral philosophy;
2. Lead, manage and work collaboratively with pupils in the Learning Community to develop ethos in keeping with the school's mission;
3. Maintain good order and discipline in order to raise standards and maximise expectations;
4. Safeguard and promote the welfare of children and young people;
5. Provide guidance and advice to students on educational and social matters, future education and careers;
6. Deliver collective worship each day in keeping with the school's ethos;
7. 7. Support students with extra-curricular and support activities during advisory time.

MANAGEMENT OF FINANCES AND RESOURCES

1. Organise and maintain a stimulating, tidy and well organised learning environment for faculty lessons;
2. Teach students to take responsibility for resources and the environment;
3. Ensure that resources and the team are organised and readily available to promote learning;
4. Support the effective management of the faculty budget;
5. Oversee the good financial management of educational visits and events.

OTHER RESPONSIBILITIES

1. Fulfil all other responsibilities expected of a middle leader including working with others, teaching and learning, pastoral care, evaluation and improvement, management of finance and resources, leadership.
2. Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the school's systems.
3. Challenge homophobic, sexism, racism and other forms of discrimination and promote good community relations.
4. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
5. Work in accordance with the Schools Health and Safety Policies and Procedure.
6. Undertake such other duties as may be required commensurate with the grade of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Qualifications

Required:

1. A Degree and QTS
2. Evidence of commitment to further professional development

Desirable:

1. First Aid Training

Skills , Abilities and Experience

Experience:

1. Recent substantial and successful teaching across the age and ability range, graded as consistently good or better
2. Successful experience of leading and managing and/or coordinating the work of others.
3. Effective monitoring of student performance, target setting and review to raise achievement.
4. Effective monitoring of teaching and other interventions, including those by outside agencies, to secure improvement.
5. Successful finance and resource management
6. Contributing to the formulation and implementation of whole school policies and procedures.

Knowledge, Skills and Competencies:

1. Ability to teach subjects within the faculty at KS3 and KS4.
2. Strong understanding of high-quality teaching, with a willingness to adopt new strategies to improve and sustain high standards of teaching, learning, and achievement.
3. Ability and willingness to utilise ICT to enhance teaching and learning.
4. Ability to act as an effective advisor within the faculty.
5. Ability to identify key issues affecting student achievement and take appropriate action.
6. Knowledge and understanding of challenges associated with inner-city schools, with a commitment to promoting equality of opportunity in all aspects of school life.
7. Ability to promote and celebrate the school's cultural diversity.
8. Knowledge of safeguarding procedures and a commitment to promoting the welfare of children and young people.
9. Strong interpersonal skills with the ability to build effective teams and relate to people at all levels.
10. Ability to communicate effectively with a wide range of audiences.
11. Ability to plan and deliver effective interventions to support student progress.

Personal Attributes

1. Willingness to support and promote the Christian ethos of the school and students' spiritual and moral development.
2. Enthusiasm, commitment, and resilience in all aspects of the role.
3. Integrity, honesty, and loyalty to the school.
4. Strong team-working skills and a collaborative mindset.
5. Ability to engage sensitively and effectively with students, parents, and colleagues.
6. A calm and composed approach under pressure, with the ability to diffuse tension.
7. Flexibility and perseverance to see tasks through to completion.
8. A good sense of humour and a positive outlook.
9. Ability to act as an ambassador for the school within the wider community.
10. A positive role model for young people.
11. Commitment to good attendance and punctuality.
12. Willingness to undertake professional development.
13. The ability to be assertive while maintaining a professional and approachable manner.