

Job Description – Faculty Leader

Salary: TMS / UPS + TLR

Working Time: 195 days per year

Job Purpose:

- Undertake the normal responsibilities of a class teacher
- Take a full and active role as a member of the extended leadership team
- Assist the Principal in leading and managing the school
- Play a major role under the overall direction of the Principal in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement
- Provide strategic direction to a faculty of subject areas and be responsible and accountable for all aspects of leadership and management of teaching and learning in that faculty
- Undertake such duties as are delegated by the Principal

Designation of post and position within departmental structure:

Responsible to a member of SLT

Main duties and responsibilities:

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
- To be responsible for teaching across all key stages

Extended leadership responsibilities

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- To contribute to improvement planning which will translate school aims and policies into actions

Faculty leadership

- To work in conjunction with your SLT link to:
 - Develop and drive shared systems for faculty monitoring, evaluation and improvement
 - Undertake leadership roles within the school's data tracking processes that enables support to be targeted effectively both within and across the two curriculum areas
 - Target support and interventions to drive up the standards of disadvantaged students
 - Develop, maintain and embed productive links with other schools and organisations
- To provide strategic leadership for standards and achievement in your faculty
- To monitor and appraise the quality of teaching and learning in your faculty and to be accountable for the quality of teaching and the achievement of students
- To ensure the provision of an appropriately broad, balanced, relevant and personalised curriculum in the subjects for all pupils, particularly those with identified needs

- To plan and co-ordinate effective support and intervention to ensure all students make or exceed their potential and their expected levels of progress in your faculty
- To lead the strategic development of your faculty in line with the school's strategic plan
- To work with colleagues to formulate aims, objectives and strategic plans related to your faculty
- To support and offer guidance to subject teachers in removing barriers to learning and sustaining effective teaching in your faculty through the analysis and assessment of students' needs
- To keep up-to-date with national developments including teaching practice and methodology
- To lead new curriculum developments across your faculty reflecting national developments aiming to secure the best possible outcome for students
- To oversee the day-to-day management of the faculty team
- To ensure the faculty's quality procedures meet the requirements of self-evaluation and the Academic improvement Plan
- To ensure the maintenance of accurate and up-to-date information concerning your faculty
- To provide, analyse and report upon information relating to the implementation and impact of interventions and enrichment programmes across the faculty

Curriculum development

To contribute to:

- School policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in their management of the school
- Ensuring that the individual student's community of learning and effective progression of achievement are provided

Student Care

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance
- The effective induction of students
- The determination of appropriate student groupings
- The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of culture of independent learning
- The handling of individual student disciplinary cases

The management of staff

- To be responsible for the line management and appraisal of faculty staff
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- The provision of professional advice and support and the identification of training needs

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments

- To develop and maintain positive links and relationships with the community, local organisations and employers

General

- To participate in the performance management process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION - FACULTY LEADER

Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Honours Degree 	<ul style="list-style-type: none"> • Post-graduate qualifications
Experience	<ul style="list-style-type: none"> • Proven track record as an outstanding classroom teacher and leader • Proven track record of raising standards • Evidence of excellent planning, assessment and record keeping • Proven record of initiating and maintaining innovative curriculum design and delivery • Experience of using and applying data at departmental or whole school level • Excellent record of attendance and punctuality • Experience of successfully leading a team 	<ul style="list-style-type: none"> • Experience of teaching in more than one school • Experience of leading whole school projects
Knowledge and skills	<ul style="list-style-type: none"> • Excellent knowledge of examination specifications and requirements/controlled assessments/intervention strategies etc • Excellent knowledge of National Curriculum requirements and effective delivery models • Expertise in effective learning and teaching strategies • Proficiency in quality assurance processes • Excellent ICT skills • Commitment to building and securing a culture of success for every child • Knowledge of relevant staff development and training opportunities • Knowledge and experience of providing for the needs of gifted and talented students • Knowledge and experience of providing for the needs of SEND students 	<ul style="list-style-type: none"> • Knowledge of best practice in relation to strategic planning and self-evaluation • Knowledge and understanding of effective strategies to support the progress of disadvantaged students
Personal qualities	<ul style="list-style-type: none"> • Energy and drive • Enthusiasm, determination, commitment, good organisation • Sense of humour • The highest expectations of yourself, your staff and your students • Excellent communication skills both written and oral, with staff and students • An ability to work as part of a team • Commitment to update Teaching and Learning skills on a regular basis • Personal desire and commitment to contribute to whole school initiatives • Personal desire and commitment to take wider responsibilities within the school • Personal expectation to involve themselves in the wider life of the school 	

Candidates will be expected to complete a medical questionnaire and an enhanced DBS check.