

This job description complements that relating specifically to the post and Conditions of Service as laid down in Sixth Form Colleges Association (SFCA) Teaching Staff Handbook or any such document which replaces it.

Job Purpose: To lead one of the College's curriculum faculties in order to improve the student experience and outcomes to outstanding, or to ensure that provision which is already outstanding is maintained and further improved.

Responsible to: Deputy Principal

Responsible for: Course Team Leaders, Teaching and Support staff

Annual Salary: SFCA Leadership Spine Points L3- L5

Working hours: You will be employed full-time and exclusively in the service of the College and shall be expected to work such hours as are reasonably required to discharge the duties of the post.

Annual Leave: College holidays, minus 5 days (to be used in agreement with Deputy Principal). The post holder will work on the day on which Exam results are issued to students and on the next day, and the other 3 required working days will usually be 3 of the 5 days in the following week.

Pension: Staff are enrolled in the Teachers' Pensions Scheme, a contributory scheme with the option to opt out in a transitional period

Key Responsibilities:

- To provide leadership and direction for staff, in order to ensure an outstanding quality of provision within the faculty and high staff satisfaction.
- To be the Line Manager for staff in the faculty, ensuring effective performance management of staff and effective implementation of the Performance Review and Development scheme.
- To manage new staff in the Faculty, including assessing the probation period and ECT teachers.
- To ensure that the College's exit processes are followed with staff who leave.
- Preparing the Faculty for Ofsted inspection, ensuring positive quality of education judgements.
- To attend the Curriculum Group meetings, contributing to cross-college quality improvement, including DSAR, review team monitoring, lesson observation, KA and CA analysis and intervention and policy development.
- To meet regularly with Course Team Leaders in the Faculty, to cascade relevant information from the Curriculum Group and to seek the views of Course Team Leaders on proposals from that group, to share good practice and innovative ideas to improve the student experience and outcomes, and action plan to address any areas of concern.
- Leading the Faculty on improvements in teaching and learning and using current pedagogy to aid this work. Contribute towards developing whole college approaches to teaching and learning strategies.
- To ensure that Course Team Leaders meet regularly with their course team members, cascading relevant information and seeking their views on proposals as appropriate.

- Complete a DSAR for the annual SAR.
- To monitor and review the work of the course teams, including the quality of teaching, learning and assessment.
- To ensure that course team reviews are completed effectively to deadline, and that resulting action plans are agreed and implemented.
- To participate in planning and implementation Learning Reviews and Walks, undertaking lesson observations and learning walks, in order to identify and share good practice within the faculty and to identify any areas for improvement.
- To develop strong and effective partnerships with schools, employers, higher education and other groups relevant to the work of the faculty, including liaison with the Marketing and Communications Lead.
- To ensure that all course teams in the Faculty have appropriate arrangements in place to celebrate the success and achievements of their students.
- To manage the provision of information, advice and guidance to students in respect of the faculty's curriculum. Including curriculum planning for any new qualifications.
- In collaboration with course teams, to plan the curriculum in order to maintain a relevant and responsive offer to students. Oversee and quality assure introduction of new courses.
- To ensure that course teams plan an appropriate range of course specific enrichment, and to ensure that the faculty contributes appropriately to the cross-college enrichment offer.
- To implement the Single Equality Scheme within the faculty.
- To oversee the implementation of the College's academic guidance procedures by course teams in order to ensure a high level of attendance, retention and progress by students. Including analysis of attendance and retention data with CTLs.
- To analyze training needs of staff in the faculty and to plan the delivery of staff training and development as appropriate.
- In collaboration with Course Team Leaders, to prepare estimates for staffing in the faculty, to ensure that staff in the faculty are fully deployed, and to arrange cover for absent staff.
- To have overall responsibility for timetables in the faculty. It is expected that Heads of Faculty will work collaboratively with Course Team Leaders in planning courses, student and staff timetables. Where the course involves more onerous requirements for moderation and internal verification of coursework e.g. applied courses or NEA, the Head of Faculty should agree with the Course Team Leader how this work be allocated and completed within the teaching and directed time available in the course team.
- To be the overall budget holder for the faculty and manage the faculty's resources, devolving some of the decision making as possible to course teams and monitor that this is spent appropriately and within agreed allocations.
- To teach on one or more courses within the faculty, achieving high levels of student success and progression for students.
- To be responsible for compliance with the College's Health and Safety policies and procedures
- Attend meetings with HR on a regular basis around staffing and supporting their own faculty staff (e.g. return to work.) Attend meetings with HR present to support individual staff within the faculty.

Whole College Responsibilities

- To contribute to the making of College policies and practice.
- To ensure the free flow of ideas and of timely and accurate information to and from staff within their area.
- To represent the College at external meetings or conferences as required.
- To contribute to whole college self-assessment and planning.
- To contribute to whole-College marketing, school liaison and guidance activities.
- To assist with the selection and recruitment of staff, including chairing the panel.
- To be involved in staff disciplinary and grievance investigations and formal complaints as directed by the Principal.
- To sit on student disciplinary panels where Exclusion is a possible outcome.

General Responsibilities

- To take part in the College's Performance Review and Development Scheme.
- To take part in the selection and recruitment of staff, and attend relevant training.
- To be responsible for health and safety within areas of own responsibility.
- To contribute to the College responsibility for safeguarding and promoting the welfare of young people.
- To observe the College's commitment to equal opportunities.
- To undertake any other duties which are reasonably comparable to a post of this grade.

PERSON SPECIFICATION – HEAD OF FACULTY		
Specification	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • A degree or equivalent • A teaching qualification or qualified teacher status 	
Relevant Experience	<ul style="list-style-type: none"> • Significant experience of teaching in the 16-19 age range • Successful innovation in teaching and learning and / or course development • Experience of advising and guiding staff • Experience of managing a course, subject and/or other activities • Knowledge and experience of implementing quality improvement processes • Experience of line managing a team of staff 	<ul style="list-style-type: none"> • Experience of managing a budget / resources
Skills/ Aptitudes	<ul style="list-style-type: none"> • A highly effective teacher • Able to plan and prioritise work effectively and meet deadlines • Able to motivate and lead people towards common goals • A strong commitment to team working • A strong commitment to equality and diversity • Excellent written and oral communication skills • Able to evaluate and analyse written and numerical information and make sound judgements • Capable of setting and meeting high standards for self and others • Able to plan and manage for the efficient use of resources • Good IT skills 	
Other requirements	<ul style="list-style-type: none"> • Conversant with current teaching and learning methodologies • Conversant with the Common Inspection Framework for colleges • Knowledge of key legislation in respect of equality and health and safety • Committed to enhancing the educational experiences of students through best practice in teaching and learning • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people 	<ul style="list-style-type: none"> • Awareness of broader educational issues within the sixth form and FE sector

Reviewed	Steve Dann
Reviewed by	Feb 2026