

Deputy Head of Core Faculty

Responsible to:	Head of Faculty
Responsible for:	Staff within own subject area, as agreed with Head of Faculty
Contract Type	Full time (job share proposals will be considered)
Teaching commitment:	38 hours per fortnight
Pay Scale / TLR	TLR 2C

Core purposes

- To work with the Head of Faculty and other faculty TLR holders to ensure the strategic development of English and to maximise outcomes for all students
- To deputise for the Head of Faculty in case of absence

Leadership and Management

Work with the Head of Faculty to:

- Ensure that PP and SEND provision is central to curriculum and curriculum delivery
- Create a positive and ambitious culture amongst all staff and students in the faculty
- Develop the faculty action plan in line with whole-school documentation
- Quality assure all aspects of faculty provision, including the quality of teaching and learning
- Oversee and line manage faculty areas and staff including the librarian
- Prepare staff and students for internal and external reviews, including Ofsted inspection

Curriculum and Assessment

Ensure the curriculum, teaching and learning is of the highest standard by undertaking some or all of the following at the direction of the Head of Faculty.

- Ensure high-quality, ambitious and sequenced schemes of learning and assessment maps are in place for science and social science curricula
- Ensure curriculum resources are standardised, of high quality and meet the needs of students and staff
- Implement an effective system of assessment, recording and reporting
- Undertake rigorous data analysis, tracking and intervention
- Oversee lesson observations, book scrutiny and other quality assurance activities
- Develop an effective retention strategy to maximise student numbers in sixth form
- Support students with university entry, including for highly competitive courses such as Law and Oxbridge

Staff support and development

Support with:

- Strategically deploying and managing staffing and staff responsibilities across the faculty
- Ensuring staff have the highest expectations of students and support staff to ensure student focus, behaviour and attitude is of the highest order
- Coaching, mentoring, supporting and intervening with staff, including early career teachers
- Leading and tracking faculty training and professional development activities
- Attending training and professional development activities in school, in west Berkshire, the wider area and online
- Reviewing and supporting English staff workload and wellbeing, including through implementation of AI and other tools for workload optimisation

- Conducting staff appraisals
- Contributing to and lead on whole-school staff development and support activities as appropriate

Other

Undertake some of the following at the direction of the Head of Faculty:

- Ensure the departmental area provides a clean, attractive and stimulating environment
- Liaise with the Facilities Manager to ensure that facilities and equipment are properly maintained.
- Support and oversee student culture and behaviour including through implementation of school's behaviour management policy
- Develop community links, for example through activities with primary schools
- Introduce, promote and develop extra-curricular activities through the faculty
- Other reasonable duties as determined by the Head of Faculty or Headteacher

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.