

JOB DESCRIPTION

Employment Details	
Job Title	Head of Faculty
Reports to	Principal
Salary Band	MPS (- UPS +TLR)

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> Lead vision for the Faculty Contribute significantly to whole school strategic vision

Responsibilities
<ul style="list-style-type: none"> Ensure effective collaboration across the Faculty by active encouragement, promotion and leadership. Contribute significantly to effective whole school collaboration. Collaborate effectively with Pastoral Teams to support positive student outcomes across the Faculty. Meet formally once per fortnight with the Senior Leadership Team Manager Ultimate responsibility for all student progress and attainment across the Faculty. Lead, oversee and promote effective self-evaluation practices across the Faculty Rigorously measure and monitor the quality of teaching and learning across the Faculty to ensure that it is never less than good through effective self-evaluation, regularly identify strengths, where improvements have been made and areas still in need of development and share this appropriately. Devise and maintain a Faculty Improvement Plan (FIP) underpinned by the School Strategic Plan. Strategically lead actions designed to improve outcomes for all students within the Faculty. Intervene with immediate impact where teaching and learning falls below expected standards. With other HoFs, strategically lead on the promotion and development of initiatives to improve teaching and learning across the school. Ensure that best practice in teaching and learning across all key stages is shared across the Faculty by promoting and sharing common styles of learning. Lead, monitor and develop appropriate, effective intervention strategies to tackle any underachievement across the Faculty. Monitor and review incidents of poor behaviour and maintain high standards of discipline across the Faculty. Ensure that an effective and appropriate rewards system is in place to support success and promote excellence within the Faculty. Communicate issues linked to the welfare of students in the Faculty with the Pastoral Teams to ensure that full support to ensure that positive student outcomes can be realised.

- Keep fully up to date with all curriculum changes and innovations in teaching and learning that will affect the Faculty.
- Lead on curriculum developments across the Faculty, ensuring appropriate personal pathways for all students.
- Communicate expertise in the curriculum developments of the Faculty to FLT, SLT line manager & SLT member responsible for Curriculum and Data Unit as required.
- Ensure that parents, community members, Governors and other stakeholders have a positive view of the Faculty and understand its vision.
- Play a full and active part in the life of the school, taking a lead in supporting celebration events and extra-curricular activities.
- Attend after-school evenings to promote the school and Faculty as required
- Ensure that appropriate Faculty links are made with Primary Schools, community groups and local businesses where appropriate.

Specific for English Faculty:

- To actively promote whole school literacy strategies to improve literacy levels across the whole school.

Specific for Maths Faculty:

- To actively promote whole school numeracy strategies to improve numeracy levels across the whole school.

Professional Learning, Staffing and Resources:

- Appraiser for TLR holders in Faculty (max 3).
- Lead and actively promote appropriate professional learning opportunities within the Faculty.
- Encourage sustainable, distributed leadership at all levels in the Faculty.
- Incorporate succession planning into the strategic direction of the Faculty.
- Effectively lead the deployment of teaching staff, coordinate allocation of support staff and distribution of physical and financial resources to support the teaching and learning within the Faculty.
- Significantly contribute to and have expert knowledge of all school policies and ensure compliance in these policies from all members of the Faculty.
- Take ultimate responsibility in ensuring all day-to-day management issues within the Faculty are resolved, including ensuring appropriate arrangements are made for absent colleagues.
- Keep fully up to date of the staffing requirements within the Faculty, ensure these are shared with SLT Link and SLT member responsible for timetabling and significantly contribute to the appointments and promotion of staff.

Other

- Meet as FLT twice per term.
- Meet HoFs Team twice per term.
- Meet as whole Faculty twice termly

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status • Assessed as a good or outstanding teacher • Relevant specialist qualifications and experience in your subject specialism • Evidence of continuing professional development 	
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Thorough knowledge and understanding of the curriculum requirements and developments within your subject specialism • Secure knowledge and understanding of a range of assessment for learning strategies • Secure knowledge and understanding of how to make effective personalised provision for all students, including those for whom Humanities is an additional language and students who have special educational needs • Ability to use assessment to raise standards of achievement • Ability to teach KS3, KS4 • Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice • Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners • Good communication skills 	<p>Evidence of commitment to the principles and policies of equal opportunities</p> <p>Ability to design opportunities for learners to develop their literacy and thinking and learning skills within your subject area</p>
Specialist Knowledge	
Essential	Desirable
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> • Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. • Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. • Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. • Have values that align with the ethos and culture of The White Horse Federation. 	

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