



Job Description: Head of Faculty

Job Title: Head of Faculty (HOF)

Reports To: Assistant Headteacher / Deputy Headteacher (Line Manager)

Salary Scale: Main to Upper-34,398-52,490 TLR 1c 14,870 (*Salary and responsibilities may be aligned accordingly dependent on experience and proposed structure*)

Job Purpose

To provide professional leadership and management for the department in order to secure high-quality teaching, effective use of resources, and improved standards of learning and achievement for all students.

The Head of Department is responsible for creating a culture of constant improvement, implementing a rigorous curriculum, and supporting the professional development of all departmental staff.

Key Responsibilities

1. Strategic Leadership and Direction

- **Vision:** Develop and implement a clear, ambitious vision for the department that aligns with the overall school improvement plan (SIP).
- **Department Development Plan:** Formulate, monitor, and evaluate an annual development plan, utilising data to identify areas for growth.
- **Curriculum Intent:** Design and oversee a progressive, sequence-rich curriculum for Key Stages 3, 4, and (if applicable) 5 that meets National Curriculum requirements and exam board specifications.
- **Policy Implementation:** Ensure school policies (such as behavior management, homework, and safeguarding) are adhered to consistently across the department.

2. Teaching and Learning

- **Quality of Education:** Model outstanding classroom practice and serve as a beacon of teaching excellence for the team.
- **Monitoring & Evaluation:** Conduct regular learning walks, book looks, and formal lesson observations to ensure high-quality teaching and learning.
- **Feedback:** Provide constructive, actionable feedback to departmental staff to promote continuous pedagogical improvement.
- **Adaptive Teaching:** Ensure the curriculum is accessible and challenging for all student groups, including those with SEND, Pupil Premium (PP), and Most Able students.

3. Student Progress and Attainment

- **Data Analysis:** Track and analyse internal and external student assessment data systematically to identify underachievement.
- **Intervention:** Design, implement, and monitor effective intervention strategies for individuals or cohorts falling behind expectations.

- **Reporting:** Report regularly to senior leadership on departmental performance, exam predictions, and external results.

4. Leading and Managing Staff

- **Line Management:** Manage, support, and deploy teaching and support staff within the department efficiently.
- **Performance Management:** Act as an appraiser for designated team members, setting rigorous but fair professional targets.
- **CPD:** Identify the training needs of the department and facilitate subject-specific Continuing Professional Development (CPD).
- **ECT Support:** Provide mentorship and robust support for Early Career Teachers (ECTs) or trainee teachers placed within the department.

5. Resource and Financial Management

- **Budgeting:** Manage the departmental budget effectively, ensuring maximum value for money and the strategic allocation of resources.
- **Environment:** Ensure that departmental classrooms and learning environments are safe, stimulating, and well-maintained.
- **Health & Safety:** Maintain up-to-date risk assessments for departmental activities, particularly in practical subjects (e.g., Science, PE, Design Technology).

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Attend regular safeguarding training to keep up to date
- Use schools CPOM safeguarding system to ensure any concerns reported in line with policies.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> * Qualified Teacher Status (QTS). * Degree in the relevant subject area (or equivalent). 	<ul style="list-style-type: none"> * Further professional leadership qualifications (e.g., NPQLT, NPQSL).

<p>Experience</p>	<ul style="list-style-type: none"> * Minimum of 3–4 years of successful teaching experience in a secondary setting. * Track record of delivering excellent student outcomes at GCSE/A-Level. * Experience in curriculum planning or leading a specific Key Stage/initiative. 	<ul style="list-style-type: none"> * Experience of managing budgets. * Experience as an examiner for an awarding body.
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> * Deep understanding of the National Curriculum and relevant exam specifications. * Strong understanding of effective pedagogy, cognitive science, and assessment strategies. * Ability to analyse complex data sets to drive student progress. 	<ul style="list-style-type: none"> * Understanding of the current Ofsted inspection framework regarding curriculum "intent, implementation, and impact."
<p>Personal Attributes</p>	<ul style="list-style-type: none"> * Exceptional communication and interpersonal skills. * Resilience, adaptability, and a solution-focused mindset. * Ability to inspire, motivate, and challenge staff and students alike. 	

- This job description reflects the primary strategic and operational duties required of the postholder at this stage. It is not an exhaustive register of all responsibilities.
- The specific configuration of duties may vary dynamically under the direction of the Headteacher to meet evolving academy improvement priorities or shifts in national educational frameworks.
- This document is subject to amendment at any time following proper consultative discussion between the Headteacher and the postholder.
- **Safeguarding Commitment:** Hertswood Academy is entirely committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants must complete an enhanced Disclosure and Barring Service (DBS) clearance check prior to formal appointment.

- **Equal Opportunities:** Hertswood is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.