



# HEAD OF FACULTY

TLR 1.2

## Job Description



## Job Description – Head of Faculty

Responsible to:	Deputy Headteacher
Job Type:	Permanent
Grade:	Main scale +TLR1.2
Hours per week:	32.5
Working weeks:	52
Location	King Alfred's Academy, Wantage

### Introduction:

The Head of Faculty role at King Alfreds exists to provide clear, strategic, and values driven leadership that advances the quality, coherence, and impact of teaching and learning across the faculty. As a key member of the Academy's leadership structure, the postholder is responsible for cultivating a positive, collaborative team culture; overseeing curriculum design and development; ensuring robust, data-informed self-evaluation; and leading effective action planning that drives continual improvement. Through strong line management, purposeful communication, and a commitment to high professional standards, the Head of Faculty supports colleagues to deliver excellent outcomes for students and uphold the vision and priorities of King Alfred's Academy. Central to the role is the ability to model exemplary practice, maintain high expectations, and build strong relationships with staff, students, parents, and wider stakeholders, ensuring that the faculty contributes positively and consistently to the success of the whole school.

### Responsibilities as Head of Faculty:

- **Supportive and Strategic Line Management**  
Liaise with LT Link each fortnight to agree on strategic ways to move Faculty forward and to manage the staff teaching the curriculum as effectively as possible. Line manage all curriculum TLR holders within the faculty by helping them to set meaningful targets to further their development and support the vision and goals of the faculty.
- **A Point of Contact for Parents and Students**  
Addressing parental or students concerns if TLR holders are unable to resolve matters.
- **Budget**  
Manage the Faculty budget and delegate responsibility where necessary.
- **Clarity of Leadership Responsibilities Within the Team**  
Ensure that the areas of responsibility to deliver on the faculty improvement plan are clearly defined and communicated to the entire faculty each year.
- **Lead on Self-Evaluation, Data Analysis and Action Planning for the Faculty**  
Ensure that the faculty improvement plan is strategic, clearly defined and delivered upon. Self-evaluate the faculty and lead all monitoring and evaluation, including data analysis to allow this to happen, responding promptly and effectively to keep driving the faculty forward.

### Responsibilities as Curriculum Leadership:

- **Maintaining a healthy team culture**
  - Promoting the values and purpose of the subject
  - Getting the right balance of standardisation and autonomy
  - Returning to a few ideas regularly
  - Running effective meetings
  - Providing CPD that avoids confusing messages, creating time for high quality thinking
  - Actively seeking the views of team members and reframing resistance positively

- Meeting, quickly, staff who are intentionally not rowing with the team
- **Leading with clarity**
  - Ensuring access to key documents and keeping them visible and actively used
  - Keeping online files orderly
  - Organising paper resources effectively
  - Striving to be personally well organised
  - Discussing the Scheme of Learning as a team prior to teaching
- **Creating and maintaining an effective curriculum**
  - Designing a well sequenced coherent curriculum
  - Ensuring clear documentation is available and frequently used
  - Engaging the team in ongoing discussions about curriculum
  - Embedding a broader life enriching curriculum
- **Making assessment work and responding to data**
  - Communicating and monitoring a clear assessment policy and approach
  - Standardising formative assessment
  - Standardising summative assessment
  - Reviewing the effectiveness of your assessments
  - Standardising marking and running effective moderation
  - Responding to data
- **Influencing teaching and learning**
  - Talking often about successes and failures in your own lessons
  - Identifying your high value tasks / most common methods
  - Having candid and honest conversations about performance and standards
  - Creating a culture of improvement and learning
  - Creating clarity regarding what the culture in a lesson should be and should look like
  - Monitoring the data in terms of merits and demerits and ensuring a consistent response
- **Planning for improvement**
  - Focusing plans on creating sustainable change in the areas that matter
  - Knowing 'what is the problem that we are trying to solve?'
  - Using short term plans that run over 30 or 60 days
  - Communicating the plan clearly to your team
  - Building in space for individual teacher development goals
  - Deciding when and how you will monitor

Take on responsibility as directed by your line manager in line with the strategic developmental aims of the Academy

### **Additional expectations of all Heads of Faculty**

In addition to the specific responsibilities outlined above, as a leader in the Academy, you will be expected to:

- To assist the Headteacher in leading and managing the Academy
- To promote the highest expectations amongst staff and students by acting as a role model
- To adopt a collaborative approach with other members of the Leadership Team and other Heads of Faculty on shared tasks, providing mutual support in our determination to maintain the highest standards in all that is achieved
- To take detentions, support with duties, attend LT meetings when invited and attend HOF meetings
- To support with reviews and evaluation activities within the school and across the Trust
- To set high professional standards in everything you do, and to meet deadlines

## GENERAL DUTIES

All staff employed by King Alfred's Academy are expected to work within the following policies and procedures:

### Safeguarding:

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

### Health and Safety:

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

### Security and data protection:

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

## SELECTION CRITERIA

### Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none"><li>Be capable of teaching across Key Stages 3 and 4 and Key Stage 5.</li></ul>	E
<ul style="list-style-type: none"><li>Enjoy working with and inspiring young people and be able to make and maintain relationships with the full range of our students.</li></ul>	E
<ul style="list-style-type: none"><li>Be passionate about the subject and work collaboratively as a member of the Academy leadership team.</li></ul>	E
<ul style="list-style-type: none"><li>Be committed to engaging in continued professional learning.</li></ul>	E
<ul style="list-style-type: none"><li>Be able to communicate effectively with staff, parents and students.</li></ul>	E
<ul style="list-style-type: none"><li>Be able to lead other people in a positive and motivating way, get them to understand the vision and support them to work to achieve it.</li></ul>	E
<ul style="list-style-type: none"><li>Believe in the transformative power of education and have belief that all students can achieve in school.</li></ul>	E
<ul style="list-style-type: none"><li>Be willing to contribute to the wider life of the Academy.</li></ul>	E
Experience	Essential/Desirable
<ul style="list-style-type: none"><li>Have experience of successful leadership within a school setting</li></ul>	E
<ul style="list-style-type: none"><li>Have experience of leading a subject and delivering strong academic outcomes</li></ul>	D
<ul style="list-style-type: none"><li>Experience of delivering strong academic outcomes within your own teaching in at least one of Key Stages 4 or 5.</li></ul>	E
<ul style="list-style-type: none"><li>Experience of dealing with difficult situations and overcoming them.</li></ul>	E
<ul style="list-style-type: none"><li>Experience of proactive strategic thinking that has led to a positive and impactful change.</li></ul>	E