



JOB DESCRIPTION

Head of Faculty - ADT

REPORTS TO:	Senior Leadership Team
PAYSCALE:	Main Scale (1-6) to Upper Pay Scale (1-3) (£34,398 - £52,490) Additional Allowance of TLR 2A (£8,521)
LOCATION	Sir Frederick Gibberd College, Harlow, Essex, CM18 6RN
TERMS:	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher of the school.
CONTRACT:	This is a full time permanent position.

PURPOSE OF THE JOB

- To assist in providing leadership and curriculum of the faculty.
- To take a lead role in the monitoring and evaluation of standards across the faculty.
- To be a leading professional actively promoting effective teaching and learning practices across the faculty.
- To model and promote excellent teaching and standards of behaviour across the faculty and across the school.
- To work in partnership with all staff to ensure the continuous improvement of the school.

Liaison with:

- The post-holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the subject area's vision and values.
- The post-holder will be expected to network and liaise with other colleagues across the Trust.

Specific Responsibilities

- To be an excellent classroom practitioner.
- To provide a clear vision for the faculty across all Key Stages.
- To raise attainment in all subject areas to ensure they exceed national averages and add significant value to learners' experiences, so they make beyond expected progress.
- To monitor the performance of all groups of learners across the faculty at least once a term.
- To ensure students are entered for the appropriate public examinations at the appropriate stage.
- To ensure that all teachers have subject knowledge to enable them to deliver their subject to the highest standard.
- To support and assist teachers within the faculty to ensure they understand and implement the school's policies, especially on SMSC, assessment, homework, behaviour, lesson planning, schemes of work and outstanding learning and teaching.
- To develop the monitoring of teaching and learning across the faculty and report annually on the standards of leadership, teaching and learning in the designated subjects.
- To provide regular progress updates to the Leadership Team including the governors.

Management Responsibilities

- Day to day organisation of the faculty, including organising any cover arrangements for members of the team.
- To manage the allocation of all resources including staffing, and all consumable resources.
- To ensure the faculty timetable is up to date.
- To maintain the setting and groupings across the faculty.
- To ensure that there is a calm learning environment across the faculty during lessons and that the school behaviour policy is adhered to.
- To monitor the schemes of work, daily lesson planning of all teachers across the faculty.
- To develop the ADT curriculum and to oversee extra curricular activities within ADT.

Shaping the Future

- Assist in establishing a vision for the future of the faculty in line with the vision of the school.
- Contribute to the identification of key areas of strength and weakness in the faculty.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Promote a culture of team work, in which views of all members of the faculty are valued and considered.
- Contribute to the self-evaluation of the school and lead the self-evaluation of the faculty.
- Contribute to developing a love of reading among the students and the staff.

Leading Learning and Teaching

- Provide detailed analysis of performance data to the Headteacher.
- Promote the active involvement of students in their own learning.
- Contribute to target setting.
- Support strategies to promote high standards of behaviour.
- Provide support for colleagues in improving the learning environment to enhance learning and increasing engagement.
- Contribute to book checks and lesson walks.

Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people in your faculty.
- Contribute to the creation of a positive faculty ethos, in which every individual is treated with dignity and respect, and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

Managing the organisation

- Contribute to a regular review of the faculty to ensure it meets statutory requirements.
- Develop action plans in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.
- Being a presence in the school corridors at the start and end of the day, lesson change-over, break and lunch times.

Securing Accountability

- Work alongside the Leadership Team and faculty staff to secure improvement through Performance Management; take responsibility for the performance management of staff you directly line manage.
- Use a range of data sources to set realistic yet challenging targets for students, analysing outcomes for individuals and groups.
- Contribute to the reporting of the performance of the subject area to parents, carers, governors and other stakeholders.

Strengthening Community

- Contribute to strengthening partnerships with subject teachers across the Trust.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement.

Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing duties each week as required by the Headteacher.
- To support student progress by completing one homework club session and/or one enrichment/booster session each week as required by the Headteacher.
- Actively read and promote reading for pleasure.

Other specific duties:

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate.
- To ensure that Health and Safety policies and procedures are followed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of the responsibilities of all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and to ensure that any suspected data loss or theft is reported immediately, as directed

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role. The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of students and must follow BMAT guidance and policies. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Head of Faculty - ADT

		Essential	Desirable
Qualifications and documentation	Honours Degree	X	
	Qualified Teacher Status in subject area relevant to the Faculty	X	
	Enhanced DBS & validated references	X	
	Eligibility to work in the UK	X	
	Evidence of further professional development relevant to the post	X	
Experience	Proven record as an excellent teacher with a proven track record of securing outstanding outcomes for students over at least two years	X	
	Experience in leading teaching and learning in own subject area		X
	Experience of leading, managing and supporting activities in a classroom environment	X	
	Experience in mentoring/coaching teachers	X	
Knowledge	Understanding of the expectations Ofsted Framework regarding effective teaching & learning	X	
	Good knowledge of Microsoft Office		X
	Knowledge of ADT curriculum at KS3 and KS4	X	
	Understanding of assessment, including the practical use of data in planning and raising standards		X
	Understanding of safeguarding requirements	X	
	Understanding the qualities of good teaching, effective learning and how these can be applied to raise student attainment.	X	
Skills / Competencies	Ability to relate well to children and adults	X	
	Ability to work independently and manage workload	X	
	Ability to communicate effectively to colleagues, students and parents	X	
	Ability to form and maintain appropriate relationships and demonstrate personal boundaries with children and young people	X	
	Attention to detail	X	
	Can maintain and actively promote high standards of student behaviour	X	
	Discretion, tact and diplomacy	X	
	Good numeracy/literacy/ICT skills	X	
	Work constructively as part of a team, follow instructions, understand roles and responsibilities	X	
Personal Qualities	A belief in the ability of children and young people to achieve and to overcome obstacles to their learning	X	
	A high level of personal integrity	X	
	Highly motivated and inspirational in the classroom	X	
	Commitment to safeguarding children	X	
	Commitment to the overall success of the school	X	
	Calm under pressure and flexible in approach	X	
	Emotionally intelligent and self-aware	X	
	Positive attitude to use of authority and maintaining discipline	X	
	Enjoys working in new and challenging situations	X	
	Reliable and trustworthy	X	
	Proactive, enthusiastic, optimistic and innovative	X	
	Flexible and adaptive approach to work	X	
	Professional working attitude	X	