



## JOB DESCRIPTION

<b>Post Title</b>	Head of Faculty
<b>Main Job Purpose</b>	To provide coherent and effective leadership, promote and ensure high quality learning and teaching in a foundation subject(s) and across the school to raise pupil achievement and improve value added.
<b>Grade</b>	MPS / UPS + TLR 1.2 - £14,863
<b>Working hours</b>	37 hours a week Full time, permanent

### Main Duties

#### Leadership

- Develop and implement a clear vision for the foundation subject(s) within the curriculum and aligning with whole-school priorities.
- Being accountable for the faculty's indirect contribution to the school's statutory targets and strategic objectives for pupil performance.
- Developing and implementing coherent faculty improvement plans in line with our whole school strategic objectives including self-evaluation and quality assurance processes.
- Leading and managing learning and teaching in the foundation subject(s). Checking that all teachers in the faculty are routinely planning lessons, assessing pupil work and setting homework in line with expectations.
- Leading, developing and managing the provision for all learners in either a discrete foundation subject within the faculty across Key Stages 3 and 4 or across a Key Stage.
- Implementing workplace policies and practice and promoting collective responsibility for their implementation.
- Promoting collaboration and effective teamwork by inspiring members of the faculty and applauding areas of success.
- Completing and updating the Faculty SEF and maintaining the faculty Self-evaluation portfolio and participating in annual SLT/ELT reviews.
- Preparing detailed reports and analysis for termly ELT reviews with Headteacher and governors' sub-committees as required.
- Being a positive role model in all aspects of leadership, management, teaching and learning to pupils and staff.

## Teaching and Learning

- Developing a foundation subject(s) within the school's curriculum and assuring the quality of learning and teaching is at the highest standard.
- Developing, monitoring and evaluating the effectiveness and impact of all schemes of learning within the faculty to ensure they meet the needs of all learners and provide appropriate levels of challenge and opportunities for personalisation and progression.
- Determining the composition of teaching groups and associated staffing and scheduling the timetable accordingly.
- Maintaining high standards of achievement for all pupils within the faculty, with an overview of the provision for gifted and talented pupils and those with learning difficulties including opportunities for accelerated learning, KS2-3 transition and progression post 16.
- Negotiating realistic but challenging targets for pupil achievement in the foundation subject(s) based on prior attainment data and sharing these expectations with individual teachers.
- Monitoring, tracking and evaluating pupil progress, performance and outcomes in the foundation subject(s), especially in relation to external examinations and assessments in each Key Stage and the school's strategic objectives.
- Ensuring the statutory requirements of the National Curriculum and course specifications in Key Stage 4 are fulfilled in relation to both content and assessment.
- Keeping up to date with school and national initiatives affecting foundation subjects and faculty team and planning accordingly, including 'Assessing Pupil Progress'(APP) and revised specifications in KS4.
- Ensuring behaviour management strategies, faculty rewards and sanctions are in line with school policy and taking responsibility for pupil discipline within the faculty.

## Supervision and Management

All teachers in faculty team and any associate support staff.

## Creativity and Innovation

The jobholder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem. Some innovation is required.

## Decision Making

The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.

## Key Contacts and Relationships

The jobholder will develop and maintain working relationships with other colleagues. There will also be an exchange of information with teachers and other staff.

## Resources

The jobholder is expected to use school resources appropriately and with care but is not personally accountable for their overall security.

## Working Environment

The jobholder is based in an area where there are very limited health and safety hazards.

## Person Specification

### Knowledge and skills

#### Essential:

- Qualified Teacher Status (QTS) and a strong track record of successful teacher.
- Significant experience delivering high-quality outcomes within the subject area.
- Proven leadership ability, including team management and curriculum leadership.
- Strong understanding of current educational developments, pedagogy, and assessment.
- Excellent communication, interpersonal, and organisational skills.
- Ability to analyse data, set clear goals, and drive continuous improvement.
- Commitment to safeguarding and promoting the welfare of young people.

#### Desirable

- Experience in whole-school initiatives, quality assurance, or staff training.
- Postgraduate qualification or leadership training (e.g. NPQML/NPQSL)