



JOB DESCRIPTION

Post Title:	Head of Faculty
Department:	Science
Grade:	MPS +TLR 1
Reporting to:	Deputy Headteacher
Responsible for:	Subject staff with responsibility allowances, teaching staff, technician staff, other relevant personnel and students within the faculty area

All staff have a responsibility to ensure that their work and interaction with all individuals fully reflects the school's overall vision and aims.

Job Purpose:

- To create a successful learning culture and ethos within the faculty that is ambitious and enables students and staff to excel.
- To raise standards of student attainment and achievement within the faculty particularly for disadvantaged students and those with special educational needs and disabilities.
- To be accountable for leading, managing and developing the curriculum area ensuring that it is suitably broad, balanced, relevant, accessible, challenging and inspiring.
- To develop and enhance the teaching in the faculty so that staff are motivated, innovative and passionate about improving their practice.
- To set high expectations for behaviour and safety within the faculty and promote the school policies and ethos.
- To set high standards and be a positive role model for other subject leaders.

As a Head of faculty, in addition to carrying out the professional duties of a teacher other than a Headteacher, as described in the School teachers' Pay and Conditions Document and in meeting the standards for a Teacher as laid out in the Professional Standards for Teachers, he/she will be responsible to the Headteacher for the following specific areas. If a subject leader is in place these should be completed in conjunction with the head of subject and subject staff.

Specific Responsibilities

Strategic Leadership

- To work with the SLT to review the strategic areas of the school to ensure the vision of the school is realised and that the school continually improves and is effective.
- To be accountable for student attainment, achievement, progress and development within the Faculty. To ensure all students have equality of opportunity to succeed and particularly supporting the progress of disadvantaged students and those with SEND.
- To inspire students and staff through a passionate commitment to the subjects within the faculty.
- To provide the necessary leadership, development and mentoring to staff within the Faculty to sustain high quality teaching and learning. This will include the effective planning and delivery of faculty and departmental CPD.
- To work closely with other Heads of Faculty and SLT to guarantee the development and delivery of a consistent school evaluation framework leading to continuous school improvement.
- To work with colleagues to formulate aims, objectives and strategic plans for the faculty and departments which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

Leadership of Teaching and Learning

- To ensure the provision of an appropriately broad, balanced, relevant, accessible, challenging and engaging curriculum that gives students the best chance of success, in accordance with the aims of the school and the curricular policies determined by the full Trustees and Headteacher.
- To contribute to the implementation of school policies on raising achievement and monitoring student progress.
- To ensure effective liaison with local primary schools and FE establishments on matters pertaining to the subjects within the faculty.
- To lead with the head of subject the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- To monitor and evaluate the quality of teaching and learning in the faculty and ensure standardisation of school evaluation processes in the faculty.
- To work with other members of staff, the SENCO and associate staff to ensure the effective delivery of a suitably differentiated curriculum to all learners to ensure needs are met.
- To be responsible for the implementation and evaluation of behaviour management in the faculty, to promote behaviours for learning and to celebrate student success
- To develop parental/carers engagement such as providing parents with appropriate information about course content and, in conjunction with HoY, deal with any problems and queries.
- To ensure effective communication/consultation with all members of the school community including staff, parents and students
- To represent the faculty at strategic faculty meetings

Staffing

- To ensure the continuous development of an effective and meaningful curriculum for all classes of an absent member of the faculty with the head of subject.
- To review all staff performance and audit training needs as required. To ensure rigorous self-evaluation of the faculty which leads to well targeted support for colleagues to promote professional development
- To advise on job specifications and faculty staffing and to assist in shortlisting and interviews
- To convene regular faculty meetings with a clear and open agenda, effectively minuted with a focus on teaching and learning

Quality Assurance

- To implement and monitor procedures for assessing, recording and reporting student achievement within the faculty, linking data gathered to challenging target setting and effective interventions.
- To interpret and use national, local and school-level performance data to help raise achievement and measure performance.
- To report regularly to the Leadership Team as required on all aspects of academic progress in the faculty.
- To support the development, implementation and monitoring of subject plans and targets.
- To ensure that the day to day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources is carefully lead and managed to ensure value for money.
- To assure quality of education through rigorous and developmental quality assurance procedures.

Management of Resources

- To liaise with the Examinations Office about the organisation, administration and co-ordination of all internal and external examinations within the faculty and to ensure effective use of the information gathered
- To ensure subject leads review and monitor the department budgets to ensure value for money, the effective deployment of learning resources within the Department (including staff and finances) and that school financial policies and procedures are followed.
- To undertake all Health and Safety responsibilities including risk assessments, ensuring they are in line with national requirements.

Other Specific Areas of Responsibility

- To develop enrichment opportunities the stretch and challenge students at all levels including STEM activities.

Wider Professional Responsibility:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This list is not intended to be exhaustive and responsibilities may vary depending on the priorities of the department.

Tasks may vary from time to time without changing the general character of the tasks or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All staff, regardless of level or position, have a responsibility to be aware of and also to support and uphold the school safeguarding and health & safety policies.