

JOB DESCRIPTION

Job Title	Head of Faculty
Reports to	Senior Leadership Team
Liaison with	Students, Parents, Senior Leadership Team, Staff, External Bodies, Governors
Job Purpose	<p>To provide effective leadership of the faculty, demonstrating faculty improvement and strategic development.</p> <p>The Head of Faculty will be accountable for the management and deployment of all faculty staff and will ensure:</p> <ul style="list-style-type: none"> • High standards of teaching and learning • Progress and attainment of individuals and cohorts of students • Responsibilities and accountabilities of other TLR holders in the faculty are met • Effective discipline of students within the faculty • All school policies and procedures are constantly and consistently adhered to • Effective use of capitation in maintaining and improving the Faculty
Core Duties and Responsibilities	<p>As the Head of Faculty, you will be expected to carry out the professional duties and responsibilities of a Class Teacher as set out in the school's Class Teacher generic job description and the School Teachers Pay & Conditions Document, as well as the following:</p> <ul style="list-style-type: none"> • Attend Academic Board meetings • Prepare agendas for, and lead, faculty meetings • Assign staff and rooms to the school timetable to best utilize the strengths of staff and to maximise the quality of teaching and learning. • Be actively involved in the recruitment of staff • Provide accurate information to the examinations office, for examination entries • Know, in detail, the specifications pertaining to the examination subjects delivered within the faculty • Ensure that school reports are completed accurately and punctually by teachers in the faculty • Lead the production and maintenance of schemes of work and a faculty handbook • Produce an annual bid for capitation and maintain an oversight of the faculty's budget

	<ul style="list-style-type: none"> • Ensure that the requisition of stock, the care of equipment and rooms are monitored • Lead an annual review of the faculty's work in line with school initiatives, policies and procedures and use the outcome to develop an annual improvement plan • Provide a curriculum that meets statutory requirements and is effective at promoting student achievement • Ensure teaching staff are planning, preparing and delivering lessons that support the school's aim of maximising student achievement. • Ensure teaching staff are marking work and giving appropriate feedback using the best principles of AfL • Ensure teaching staff are setting students suitable targets, regularly assessing student progress, and maintaining detailed records of students' progress and development • Implement the school programme of lesson observations, work sampling and address areas of weakness that arise with individual teachers • Conduct a thorough analysis of examinations results • Line manage TLR holders in the faculty • Take responsibility for the performance management of staff as determined by the SLT • Take a lead role in the development of the team through exemplary leadership, professional support and guidance • Support colleagues in the classroom through discussion of technique and/or through clearly defined procedure for dealing with discipline issues • Establish and maintain an effective procedure for lesson cover. • Establish and maintain an effective procedure for educational visits and educational events • Promote liaison with other professionals such as the SENCO, LSAs, EWO, Learning Mentors, etc. • Participate in arrangements for further training and professional development and, where appropriate, that of other teachers and support staff • Participate in arrangements for the appraisal and review of performance and, where appropriate, that of other teachers and support staff • Participate in regular training as part of your own continuing professional development (CPD)
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<p>General</p>	<ul style="list-style-type: none"> • To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence' • To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To respect confidentiality at all times • To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate • To undertake any training and development commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p> <p>This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and after discussion.</p>
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Post Holder signature Date

Post Holder name (in capitals)..... Date.....

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.