

Lady Hawkins' School



Head of Faculty Job Description

For implementation September 2022

JOB DESCRIPTION

Job Title:	Head of Faculty
Responsible to:	Designated member of SLT
Duties:	The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers, along with Teachers Standards. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
Allowance Attached to the Post:	TLR 2

CORE PURPOSE OF THE HEAD OF FACULTY POST

- To establish and promote the faculty as a beacon of good practice within the School through the provision of high quality learning and teaching, continuous academic progress and the effective use and management of all the faculty's resources.
- To lead and manage the faculty, including leadership and management of one or more subject areas in the faculty, by modelling the school's vision and values through implementation of agreed policy, practices and procedures.
- To work closely with the Deputy Headteacher for Teaching, Learning and Curriculum and other HoF's to promote effective working to constantly seek to improve learning and teaching and raise progress and achievement for all students, in the faculty.
- To take responsibility for leading specific initiatives/projects within the faculty to secure further improvements in student progress and attainment and strengthen links with the community.
- To support a culture that promotes excellence, equality, and high expectations for all students.
- Together with the senior team to participate in evaluating the school's performance and to identify the priorities that will lead to continuous improvement and the raising of standards.
- To ensure equality for all staff and students.

KEY RESPONSIBILITIES

To participate in strategic planning which supports the School Improvement Plan.

- To undertake monitoring and evaluation functions (including internal faculty/key stage evaluations) which will:
 - Highlight teachers' professional strengths and celebrate their professional development;
 - Identify success;
 - Track developments in the curriculum;
 - Contribute towards improvements in school structures, systems and policies;
 - Identify areas where further development is needed;
 - Enhance the quality of students' learning.
- To model and lead in the maintenance of good student discipline and to support staff, especially in dealing with sudden crises and emergencies.
- To attend Faculty leadership management meetings.
- To attend meetings of the Board of Governors if and when requested as an observer and to give advice as requested.
- To line manage and appraise designated Subject Leaders to include specific subjects.

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

To be accountable to the Deputy Headteacher Teaching, Learning and Curriculum and thus to the Headteacher and Governors for the effective use of data across the faculty to ensure accurate data is available to be used in identifying gaps in progress, intervention and assessing the impact of intervention with pupils.

- To ensure that all students have subject specific minimum target grades which reflect better than expected progress.
- Identify key targets groups and advise on support programmes to improve progress and attainment across all Year Groups in the departments that you line manage.
- To monitor the work of the faculty through a rigorous schedule of lesson observations, work scrutiny and taking account of student voice. To work with the Assistant Headteacher for Teaching and Learning on developing a tracking grid for lesson observations, progress and work scrutiny.

To ensure Learning and Teaching are outstanding in all areas and support, intervene and monitor where necessary to ensure pupils receive the highest standard of care.

- Subject Leaders whom you manage are challenged and supported to raise standards of achievement, progress and behaviour in their subject areas.
- To challenge staff underperformance, attendance and punctuality ensuring that any appropriate policies are implemented accordingly.
- Write, review and implement a faculty development/improvement plan in line with the whole school improvement plan.
- To liaise with other faculty heads on a half termly basis to ensure curriculum and learning goals are met across all subject areas and to identify ways of ensuring cross-phase and cross-curricular links are fully exploited.
- Review faculty schemes of work and subject handbooks.
- Attend appropriate internal and external meetings to maintain curriculum developments and ensure staff members are appraised of key outcomes, including regular meetings with Assistant Headteacher Data and Progress.
- To have oversight for the induction and development of all trainees in the faculty area (including NQTs and ITT students).
- Have oversight for examinations and assessments in line with internal exam weeks and regular data drops for your faculty.
- Ensure that external examination entries are submitted on time, exam board and other external requirements are met and monitor and evaluate external examination results.
- To ensure internally assessed components of exam work are completed to maximise student achievement and regular standardisation takes place.
- To keep up to date with any changes in teaching and learning related to the faculty, DfE guidance, assessment regulations and ensure staff are fully informed and involved in implementing any changes and that individual staff feed back into the department any updates they are responsible for developing.
- Ensure appropriate arrangements to cover staff absence, including liaison with supply staff and the setting of work in your faculty.
- Assist in the selection and appointment of staff.
- Manage parent contact within the faculty to ensure all parents are fully informed about pupil progress and attainment.
- Monitor the quality of reports provided for parents.
- Lead on Inset days where appropriate.

ASSOCIATED RESPONSIBILITIES AND ACTIVITIES

To contribute to ensuring effective professional development through internal and external CPD, linked to performance management, encouraging all teachers in the faculty to develop and track their professional development, identify training needs and act swiftly to improve any gaps in knowledge or expertise.

- Convene, chair and take minutes of regular faculty meetings.
- To have a teaching allocation in line with a Head of Faculty at the School.
- Ensure a stimulating and attractive learning environment in classrooms and the corridor environment within the faculty.

- Ensure compliance with the regulations governing Health and Safety within the faculty ensuring a safe working and learning environment in which risks have been properly assessed.
- Take part in learning walks, supervision and other duties, as required by the schools Quality Assurance arrangements

DEVELOPING SELF AND WORKING WITH OTHERS

- Work with the Senior Leadership team to build a professional learning community which enables others to develop and achieve.
- Support staff, within your team and across the whole school, in achieving high standards through effective continuing professional development.
- Be committed to your own professional development.
- Implement successful performance management processes with allocated team of staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

OTHER CLAUSES

The Head of Faculty may be directed to perform other duties on or off site in line with the Teachers' Pay and Conditions Document and within the expectations for Senior Leaders within the School.

This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein. This job description will form the basis for the assessment of the performance of the Head of Faculty within the context of the School Performance Management Policy. The appraisal of the Head of Faculty will be carried out annually by a member of the Senior Leadership Team.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

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 in the foregoing.

Date of Issue: March 2022