



Job Description HEAD OF FACULTY

- Reports to the Deputy Head and Academic Lead
- Is Line Manager to staff within the Faculty
- Is responsible for Pupils (Y4 to 13) within her/his Faculty

The Head of Faculty acts as a positive role model in reliability and behaviour, and the following is expected of her/him:

- To provide professional leadership and management of the faculty, to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- To develop and implement policies and practices for the curriculum area which reflect whole school philosophy and objectives.
- To monitor, evaluate and be accountable for the standards of teaching and learning within the faculty, giving particular support to new teachers.
- To effectively manage the budget given to her/ his Faculty by the Finance Department.
- To be responsible for the preparation of documents for accreditation purposes and materials for an accreditation or school inspection visit.
- To offer input to the ELT to develop the Faculty, in line with the overall needs of the school, with an understanding of how your subject areas contribute to school priorities and to the overall education and achievement of all pupils.
- To ensure that the Health and Safety of teachers, pupils and other adults is paramount within the Faculty: all activities, trips and journeys undertaken must have the appropriate risk assessments in place.
- To produce and regularly revise a departmental handbook.
- To ensure that course outlines and schemes of work are developed, updated and stored on the server, ensuring that they meet the latest specifications.
- To liaise with the Director of Teaching & Learning to share best practice across the faculties and encourage attendance at CPD forums.
- To be responsible for all departmental teaching areas ensuring that they are safe, attractive and educationally stimulating environment for students.
- To work with ELT to ensure there is a smooth transition from junior to secondary, and liaise with Junior department.
- To hold regular Faculty meetings which are minuted and published on the server.



- To establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, in line with school policies. To ensure methods are standardised across the faculty, achievement and underperformance identified and targets for further improvement set and implemented.
- To act as mentor to new staff ensuring that they are given appropriate support and guidance.
- To ensure that teachers are clear about the teaching objectives in lessons, provide guidance on the choice of appropriate teaching and learning methods, and after evaluation of the teaching of the subject(s) in the school, take action to improve if necessary.
- To support the team in achieving constructive working relationships with pupils.
- To undertake regular lesson observations, learning walks, and scrutiny of work and target setting, as part of the Performance review.
- To work with the Learning Centre and other Study Support staff to ensure that subject specific targets and work meet the pupils' needs.
- To ensure that Faculty staff meets all deadlines for submission of reports, exam entries or other administration tasks as required.
- To attend all relevant whole school events to ensure that pupils are appropriately supported not only academically but also pastorally.

The job description outlines the general duties required of the Head of Faculty. It is not exhaustive and the Principal may vary the duties from time-to-time although the general character of the job and level of responsibility will not alter.

January 2019