

## JOB DESCRIPTION

**POST: Head of Faculty**

**Reporting/Accountable to: SLT Line Manager,  
Headteacher, Chief Executive Officer, Governors**

<b>Key Purpose</b>	Lead and manage faculty team members to ensure that the quality of teaching and learning across the faculty is consistently high and ensures excellent achievement for all students.
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<b>Key Tasks</b>	
	<ul style="list-style-type: none"> <li>• Exemplify high quality teaching and lead by example</li> <li>• Develop the leadership skills and impact of faculty TLR holders and effectively support the professional development of colleagues across the faculty team</li> <li>• Quality assure the work of the faculty using a range of evaluative strategies – including collaborative quality improvement (QI) activity within and beyond the faculty</li> <li>• Provide support and challenge as necessary for colleagues' classroom practice</li> <li>• Ensure that the curriculum provision – including extracurricular activities - meets the needs of all students, has high expectations of what students can achieve and is aspirational for all</li> <li>• Ensure that the faculty works effectively with the Inclusion faculty team to support and secure excellent achievement for students with additional needs</li> <li>• Make astute, regular use of data, of all forms, to evaluate provision and progress and direct intervention and improvement planning</li> <li>• Ensure that team members are using data effectively</li> <li>• Lead on faculty use of assessment, including effective feedback to students and self/per assessment</li> <li>• Liaise with the relevant Deputy Headteacher/member of SLT to ensure that appropriate targets are set for students</li> <li>• Ensure that the faculty learning environment is motivational and aspirational and supports excellent learning</li> <li>• Lead and support team members in securing highly positive attitudes to learning from students, both in the classroom and around the school</li> <li>• Make effective use of feedback from students, staff and parents/carers to inform improvement planning/activity</li> <li>• Contribute actively to the House system</li> <li>• Ensure that the school values are exemplified through the faculty and its work</li> <li>• Work in partnership with other middle leaders in school and the senior leadership team to raise achievement and address school priorities</li> <li>• Collaborate with colleagues from other schools in the Greater Manchester Education Trust for mutual benefit to staff and students across the group of schools</li> <li>• Be an active partner in beneficial collaboration with other schools within and beyond Manchester</li> </ul>

- Ensure that the faculty has a strong working partnership and communication with parents/carers
- Ensure that students have appropriate leadership opportunities within the faculty and can see that their contribution is valued and respected and has an impact
- Strategically evaluate and plan the development of the faculty, including through the use of the Faculty Evaluation documentation and the Area Improvement Plan
- Maintain up-to-date knowledge of developments/initiatives in the relevant subject area(s) both nationally and locally
- Provide effective induction for colleagues new to the faculty/school or new to a role within the faculty
- Manage faculty budget and resources astutely
- Report to senior leaders and governors on provision and progress as required
- Act as an appraiser for team members
- Support colleagues in managing their wellbeing
- Contribute to the wider life of the school

This is not an exhaustive list of tasks encompassed by the role, but provides a clear guide to school's expectations of activity and impact.

#### **Other Specific Duties**

- To play a full part in the life of the school community, supporting the school mission, ethos and values
- To comply with and promote actively the school's policies
- To continue personal professional development
- To undertake any other duty as specified in the STPC document not mentioned in the above
- To comply with any reasonable request from the Head teacher to undertake work of a similar level that is not specified in this job description
- General tasks vary from time to time to take account of the changing nature of the school and the demands placed upon it. Such changes are normal parts of the post and as such do not constitute a change to the general job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Employees are expected to set a good example in terms of dress, punctuality and attendance
- Employees must uphold the school's student behaviour code and uniform regulations
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes which are commensurate with the salary and job title

