

JOB DESCRIPTION: Head of Faculty

PURPOSE:	To play a major role under the auspices of the Governing Body/Headteacher and under the overall direction of a member of the Senior Leadership Team in enhancing the learning and teaching experience for students within the faculty.
RESPONSIBLE TO:	A member of the SLT
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	TLR1b
WORKING TIME:	As set out in the 'Conditions of Service for Teachers' as presented in the 'School Teachers Pay and Conditions' document published by the DfE.

Summary of Responsibilities

Overall Accountability (for one subject as Subject Leader, and the other subjects in the Faculty through Heads of Department):

- The provision of an appropriate, relevant and differentiated curriculum which allows for progression within and across key stages within the curriculum area
- The schemes of learning, capitation and resources for the curriculum area
- Supporting colleagues to develop effective teaching & learning strategies within the faculty
- The quality of the teaching and learning of students the curriculum area
- The standards of student attainment, achievement and behaviour within the curriculum area
- The line management of colleagues across the curriculum area
- The successful delivery of the curriculum in a whole school context
- Leading and managing the process of Self Evaluation and Development Planning within the curriculum area

MAIN DUTIES

1. As Head of Faculty

- To line manage named Heads of Department (HoD) within the faculty and to lead the Appraisal process within the Faculty
- To ensure that HoDs and other staff in the faculty perform the duties in their job descriptions
- To represent the faculty in the context of whole-school needs at middle/senior leadership level
- To co-ordinate cross-faculty programmes and initiatives, incorporating the Jewish and learning ethos of the school where appropriate
- To co-ordinate faculty participation in the PSRP provision and Jewish ethos of the school.
- To deputise for Heads of Department in the faculty in the event of their absence.

2. As Head of Subject

- To keep up to date with national and developments in the curriculum and in pedagogy, and to lead new curriculum initiatives
- To prepare and implement a policy on assessment and feedback consistent with the school policy and to ensure the keeping of accurate records on each student
- To ensure that appropriate home learning is set and marked
- To lead and manage the organisation, marking and moderation of coursework/controlled assessment in accordance with Examination Board regulations, and to maintain accreditation with the relevant examination and validating bodies
- To co-ordinate with the Director of the PSRP (special resource provision) to ensure the successful integration of PSRP children into the curriculum area
- To work with the SENCo to ensure that individual students receive appropriate support
- To ensure that staff use data provided by the school to effectively inform planning, teaching, assessment and the setting of subject specific targets
- To conduct student interviews regarding progress and curriculum issues at key stages of development and to attend relevant parents' meetings
- To attend meetings of curriculum leaders and to brief subject staff members on items discussed
- To implement the school Behaviour for Learning Policy while taking the lead responsibility for behaviour management within the curriculum area
- To ensure that staff within the faculty follow policies which are consistent with the aims of the school and with other school policies such as equal opportunities
- To prepare information required by the school's timetabler, examinations officer and other support staff such as information relating to grouping arrangements
- To assist in the selection and appointment of new staff
- To coach and mentor all teaching staff, and plan and implement a programme of CPD for staff within the curriculum area
- To ensure the effective induction and supervision of new staff (in conjunction with others within the leadership of the school)
- To line manage members of staff in the curriculum area
- To hold regular meetings with subject staff to ensure effective communication
- To monitor and evaluate the curriculum offer, standards of attainment and standards of teaching and learning across curriculum area, planning for intervention where required to improve teaching and learning
- To work with the Assistant Headteacher in charge of Specialist School Status to ensure that curriculum area contributes to the achievement of objectives in the whole school and the community plan
- To work with others to ensure the most appropriate links are made to ensure that the curriculum meets individual students' needs
- To undertake an appropriate programme of teaching and pastoral responsibilities
- To ensure appropriate cover work is set in the event of a member of the subject's absence

Teaching:

- To undertake a programme of teaching and to take a lead in being observed by colleagues.

Additional Duties:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- To lead an extra-curricular activity
- Maintain a visible, professional and high profile within the school

Other Specific Duties:

- To continue personal development and to engage actively in the performance review process
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Head of Faculty

Essential unless noted as Desirable

Education and Training

- Qualified Teacher Status (QTS)
- A track record of Good or Outstanding teaching
- Evidence of appropriate in-service training.

Skills/Professional Qualities

- Good knowledge of current curriculum development in the subject and faculty area
- The ability to use ICT effectively to engage students
- The ability to differentiate materials to meet the needs of learners
- The ability to develop, and lead the development of, an outstanding curriculum
- An understanding of how to use assessment to inform planning for good teaching/learning
- An understanding of school, local and national data with the ability to use data to identify underperformance and rectify accordingly

Leadership/Personal Qualities

- Vision for the development of the subject and faculty
- Proven experience of curriculum and staff development
- Commitment to supporting the School's unique Jewish ethos (there is no requirement or need for applicants to be Jewish)
- Always prepared to put the students' needs first
- An effective, flexible and enthusiastic leader
- Confidence in sensitively but assertively addressing under-performance
- Ability to listen and effectively communicate and negotiate with a variety of audiences
- Diplomatic with the ability to develop and maintain effective relationships
- Ability to act quickly and sensitively under pressure
- A team player respected by others
- Ability to manage own and others' workloads appropriately
- Ability to keep calm in difficult situations, deal with stress and absorb pressure
- Open and constructive, accepting of feedback and always willing to learn
- Energetic and enthusiastic with an excellent sense of humour
- A 'can do' positive approach
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities issues; a commitment to working in a multi-cultural environment and with students from diverse backgrounds