

Post Title:

Head of Faculty

Salary Scale/Spinal Point:

MPR/UPR: TLR 1b

The awarding of a TLR at any level must satisfy the requirement that the responsibility is beyond that which would be expected of all classroom teachers

Purpose of the Job:

In addition to the requirements of a class teacher, the postholder will:

- a) Lead the Faculty effectively to ensure 'Outstanding Achievement for All' and that the highest standards of student personal development and well being are achieved.
- b) To analyse and be accountable for student progress/results of the Faculty area and to support, hold accountable, develop and lead the curriculum team.
- c) Be a role model of professionalism and good practice.
- d) Develop and enhance the teaching practice of others.
- e) Ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for students studying in the Faculty area.
- f) Lead, manage and deploy teaching/support staff, financial and physical resources within the Faculty area.
- g) Ensure the consistent application of Silverdale Policies and Procedures by all staff in the curriculum team.

Responsible to:

Nominated member of Senior Leadership Team with allocated line management responsibility.
Overall to the Headteacher.

Responsible for:

All teaching and support staff based within the subject area as agreed with the Headteacher and to assume overall responsibility for the Subject.

Employment duties:

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD) and within the range of teachers' duties set out in this document.

LEADERSHIP & MANAGEMENT

- Provide strategic leadership for the development and management of the Faculty throughout the school.
- Lead, monitor and evaluate high quality teaching assessment, marking and feedback across the Faculty area.
- Lead, monitor and evaluate the 'Climate for Learning' within the Faculty area, focusing on consistency of application by all staff of Silverdale Rewards and Behaviour Policy and Procedures.
- Identify areas for development and improvement linked to the Silverdale School Improvement Plan (SIP) and national and local initiatives.
- Systematically develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Subject.
- Oversee day-to-day management, control and operation of course provision within the subject, including effective deployment of staff and physical resources.
- Rigorously and robustly monitor and follow up student progress with appropriate intervention strategies.
- Use data to inform the strategic deployment of teachers in partnership with the Headteacher/Deputy Headteacher and to monitor and evaluate standards within both an academy and national context.
- To consistently implement all Silverdale Policies and Procedures and ensure that Safeguarding, Health and Safety, Security, Confidentiality, Data Protection and ICT Acceptable Use policies and practices meet requirements.
- To work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of Silverdale Academy.

Job Description

- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SIP.
- Ensure that staff development/CPD needs are identified and that appropriate programmes are designed to meet such needs.
- Undertake robust Appraisal Review(s) and to act as reviewer for staff within the Faculty.
- Ensure appropriate arrangements are in place for classes when staff are absent.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Silverdale Academy procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the School's NQT and ITT programmes, as well as contribute to the Sheffield Teaching School Alliance where appropriate.
- Be responsible for the efficient day-to-day management of staff within the Faculty and act as a positive role model.
- Be responsible for the disciplinary, capability and recruitment processes within the Subject team.
- Ensure that all members of the Faculty team are familiar with department aims and objectives within the framework of the SIP.
- Disseminate information from meetings from Middle Leader and Line Management meetings.
- Ensure effective and timely communication/consultation from your team as appropriate with the parents/carers of students, especially in relation to underachievement and unacceptable behaviour.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Subject budget.
- Raise the profile of the Faculty across the school.

TEACHING & LEARNING

- Teach consistently good or better lessons.
- Be accountable for the development and delivery of the Faculty's curriculum.
- Ensure that the key priorities of the department are delivered to a high standard.
- Ensure that high quality, appropriate schemes of learning and assessment strategies are in place for all year groups and being followed by Faculty colleagues.
- Keep up to date with and respond to national developments in the Faculty areas and teaching practice and methodology.
- Establish common high standards of practice within the Faculty and develop the effectiveness of teaching and learning styles.
- Lead the Silverdale Academy's procedure for lesson observation and monitoring within the faculty.
- Ensure that the Faculty quality procedures meet the requirement of Self Evaluation and the School Improvement Plan.

- Ensure that appropriate homework is detailed in schemes of learning and is regularly set and marked in line with the Silverdale Homework and marking and Feedback policies.

ACHIEVEMENT & PROGRESS

- Ensure the establishment of common standards of practice across the faculty and develop the effectiveness of teaching and learning styles.
- Establish and monitor the robust process of setting of targets within the Faculty and to work towards their achievement.
- Monitor and evaluate student progress and achievement against targets.
- Lead evaluation strategies to contribute to overall school self-evaluation.
- To contribute to the school procedures requirements on lesson observations.
- Implement school quality assurance procedures in the Faculty and to ensure adherence across all staff within the faculty.
- Produce an annual examinations analysis and Faculty SEF.
- Ensure the maintenance of accurate and up-to-date information concerning student progress within the Faculty on the management information system.
- Analyse and evaluate, with the Faculty, performance data provided and take swift and appropriate action in response to under achievement.

Further Statement:

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the SLT.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

September 2017