



Recruitment Opportunity at Fir Vale School

Post Title : Faculty Leader – ICT and Business

TLR 2c £7,847 per annum

We are looking to appoint an inspiring and committed Faculty Leader for ICT and Business, with whole school responsibility for IT Literacy & E-Safety. The successful candidate will have extensive knowledge and experience of teaching ICT and Computing and will ideally, have experience of teaching or leading Business Studies. The successful candidate will share our school's core values which are set out clearly in the attached documents and will be relentless in finding ways for students to achieve and thrive. This is a full-time role, working within a well-resourced Faculty. This post is be a wonderful opportunity for the right person to work to ensure our children are equipped and skilled for the future.

This post is ideal for a well-qualified, dynamic and enthusiastic ICT and Business teacher who is seeking to develop his or her role. The main responsibilities are to:

Direction and Development

- Lead, inspire, and motivate by engendering a culture of openness and positivity, in which colleagues are encouraged to use their initiative and are fully supported, whilst being accountable for their own performance
- Foster in your team a culture of self-reflection and a determination to provide the best education for all pupils, relentlessly looking for the best ways to impart knowledge to 'the whole child' whatever their needs or starting points
- Ensure the faculty's whole school focus is effectively planned, calendared, advertised and marketed with responsibilities shared fairly throughout the faculty
- Attend and contribute to strategic Leadership meetings, displaying an understanding of strategic vision for whole school improvement
- Develop and implement subject-specific policies and practices which support the school's priorities
- Produce and implement a Faculty Action Plan, which should be a working document, referred to and updated routinely
- Routinely analyse internal and external academic results, drawing on a range of assessment and baseline data to identify strengths and development areas of both pupils and staff
- Regularly promote the profile of the faculty within the school and beyond

Faculty Management

- Provide decisive and Ethical Leadership, imparting both direction and drive
- Establish and maintain a positive learning environment through regular monitoring and evaluation of colleagues by lesson observation, learning walks, work scrutiny and use of pupil voice.
- Appraise staff in line with school policy and use the process to develop the personal and professional effectiveness of staff
- Ensure that all staff engage in continuous professional development (CPD)
- Ensure that appropriate arrangements are in place to induct new staff to the faculty and that trainee and Newly Qualified Teachers are monitored, supported and assessed, in line with statutory requirements. Liaise with the school's NQT Coordinator
- Assist in the recruitment of faculty staff

Teaching and Learning

- Seek to broaden the horizon of pupils, including the opportunity to learn beyond the classroom
- Lead by example by modelling innovation and excellent practice
- Ensure that schemes of work provide for a curriculum that meets the needs of our varied cohorts, and allows continuity and progressions of skills, knowledge and understanding
- Establish robust assessment systems and ensure that they are used with consistency.
- Monitor pupil progress and intervene where necessary, by offering support and communicating with key stakeholders

Deployment of Staff and Resources

- Establish staffing and resource needs. Manage the faculty budget effectively.
- Coordinate, and contribute to, faculty revision sessions and interventions
- Ensure best use of subject expertise and physical resources
- Facilitate the use of ICT, for learning and administration
- Market the faculty effectively, including at school events, and maintain a positive and regular profile on social media platforms, consulting the school's marketing manager where necessary and keeping her informed of all your newsworthy events

Academic Administration

- Work with the Exams Officer and SLT lead to communicate key examination dates to parents
- Provide papers and mark schemes for internal examinations
- Manage external examination entries
- Co-ordinate, mark and moderate coursework within the faculty. Ensure external verification and moderation of faculty judgments is calendared and effective
- Ensure 100% of data inputs are on time and quality assured
- Ensure you are up to date and adhering to JCQ regulations
- Regularly check the exam board and course is most suitable for pupils

The successful candidate will:

- be an outstanding professional with excellent communication skills
- have a high level of literacy and pedagogical knowledge
- possess or be willing to develop positive management skills
- have the ability to turn strategic vision for raising the engagement and achievement of students into practical reality
- have the ability to inspire and motivate staff, students and parents through strong leadership and management skills
- be confident in analysing data and liaising with key staff to drive change
- be flexible and have the ability to manage strategic planning and arising situations
- be confident in the delivery of varying types of information to all stakeholders

Application deadline: 6 February 2024 at 4pm

Interviews will take place on Friday 9 February 2024