

Job Specification

Post Title: Faculty Leader

Whole School responsibility: IT Literacy & E-Safety
Work to ensure school is rich in ICT using a range of devices and practices to improve teaching and learning across the school.
E.g. Visualisers
Ensure our pupils know how to be safe online

Reporting to: SLT link

Scale: TLR2c

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
- Adhere to the principles of Ethical Leadership
- Actively promote the school's values: Determination, Togetherness, Achievement, Respect, Kindness and Opportunity
- 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
- Embed your faculty's whole school responsibility/focus in your everyday practice
- If applicable, 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
- Play an effective role as part of the Middle Leadership Team, always looking for ways to promote the school's values
- Develop and implement subject-specific policies and practices which support the school's priorities
- Hold regular faculty meetings, which focus on whole school priorities. Minutes (brief, dated actions) of which must be recorded and sent to SLT link and Headteacher's PA
- 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
- To be cognisant of key subject developments in terms of both content and assessment and to share this information with colleagues.
- Ensure opportunities to communicate with parents and carers are maximised by the faculty

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 frequent learning walks and quality assurance of work and student experience. The school's appraisal system is based on typicality
- Faculty Leaders should ensure that all assessment and feedback follows the school's policy

- Set clear expectations about professional conduct and working relationships amongst faculty staff, ensuring effective delegation of responsibilities and tasks
- 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) by conducting an annual career review, agreeing professional development targets and by putting in place appropriate training and support. Leaders should liaise closely with the SLT link to ensure best practice on this front
- Ensure that appropriate arrangements are in place to induct new staff to the faculty and that trainee and Early Career Teacher are monitored, supported and assessed, in line with statutory requirements. Liaise with the school's ECT Coordinator
- Support faculty colleagues in the consistent use of pupil sanctions and rewards, informed by the school's policy
- Attend and play an active role in all meetings
- Assist in the recruitment of faculty staff
- Ensure that Health and Safety policies and practices, including risk assessments, throughout the faculty are in line with national requirements and are updated where necessary, liaising with the school's Business Manager where appropriate
- Ensure the effective and consistent implementation of school Policies
- Ensure appropriate cover is set when colleagues are absent

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
- Ensure that all teachers plan for their lessons, taking into account literacy development, fostering independence, and the need for cultural capital to be woven into our teaching
- Establish robust assessment systems and ensure that they are used with consistency. Faculty assessment should be standardised, moderated and used to inform planning
- Monitor pupil progress and intervene where necessary, by offering support and communicating with key stakeholders
- Provide guidance and training for colleagues on effective teaching and learning
- Ensure that the faculty is aware of the needs of all of our cohorts (e.g. SEND, EAL, HA, LA) and that teaching within the faculty addresses the needs of all of these pupils
- Develop and maintain a stimulating and interesting Learning Environment

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
- Maintain and store faculty resources in good order and organise them in a way that provides ready access to colleagues. An inventory of faculty resources should be maintained
- 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

N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

This job description will be reviewed when necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

You will be expected to carry out any other duties required of a Leader and as reasonably required by the Headteacher or member of the Senior Leadership Team.

ETHICAL LEADERSHIP – OUR AIMS

1. **SELFLESSNESS** - Act solely in the interests of children and young people.
2. **INTEGRITY** - Avoid being under any obligation to people or organisations that might try inappropriately to influence our work. Resolve openly any perceived conflict of interest and relationships before acting and taking decisions.
3. **OBJECTIVITY** - Take decisions impartially, dispassionately and fairly, using the best evidence and without discrimination or bias.
4. **ACCOUNTABILITY** - Be accountable to the public for our decisions and actions. Submit to scrutiny necessary to ensure this.
5. **OPENNESS** - Act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.
6. **HONESTY** - Be truthful.
7. **LEADERSHIP** - Leaders should actively promote and exhibit the above principles. As role models for the young, how we behave as leaders is as important as what we do.

Leaders should show leadership through the following personal characteristics or virtues:

- **TRUST** - *leaders are trustworthy and reliable.*
Be honest.
- **WISDOM** - *leaders use experience, knowledge and insight.*
Demonstrate moderation and self-awareness. Act calmly and rationally.
- **KINDNESS** - *leaders demonstrate respect, generosity of spirit, understanding and good temper.*
Give difficult messages humanely.
- **JUSTICE** - *leaders are fair and work for the good of all children.*
Seek to enable all young people to lead useful, happy and fulfilling lives.
- **SERVICE** - *leaders are conscientious and dutiful.*
Demonstrate humility and self-control.
- **COURAGE** - *leaders work courageously in the best interests of children and young people.*
Take brave thoughtful decisions. Hold one another to account.
- **OPTIMISM** - *leaders are positive.*
Foster a positive and encouraging climate.