

Job Description for Faculty Leader – ICT & Vocational – September 2017

Post Title:		Faculty Leader – ICT & Vocational Faculty
Purpose:		<ul style="list-style-type: none"> • To provide professional leadership and management for the curriculum area that sets high expectations and support for all. • To set a clear vision for the department that is understood by all. • To act as a professional role model to all staff as a mid-leader of the school. • To secure high quality teaching and learning. • To improve standards of learning and progress for all students. • To provide a broad, balanced and differentiated curriculum. • To lead, manage and develop the curriculum area. • To effectively manage, deploy and develop teaching / support staff. • To manage the financial and physical resources within the faculty to support the curriculum.
Reporting to:		SLT Link for ICT & Vocational
Responsible for:		Progress Co-ordinator (if relevant), teaching staff and other relevant personnel within the department.
Liaising with:		Headteacher/Deputy Headteacher/Assistant Headteacher's, other Faculty Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, Governors, LA staff, parents.
Working Time:		195 days per year. Full time
Salary/Grade:		TLR 1a
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Teaching and learning	Areas of responsibility <ul style="list-style-type: none"> • To lead the curriculum area in the development of high quality teaching and learning that meets the expectations of the Teaching & Learning policy. • Ensure differentiated Schemes of Learning & Progress, continuity and progression across all groups of students. • Ensure effective development of students' literacy, numeracy and ICT skills • Ensure development of students' learning capacities according to school policies. • To implement the school Behaviour, Relationships and Rewards policy, underpinned by effective Teaching & Learning. • Support teachers and provide appropriate CPD so that they can achieve expertise in their teaching. • To maintain a stimulating, welcoming, well organised and safe learning environment throughout the curriculum area and corridors. • Establish and implement clear policies and practices for robust assessment, recording and reporting of student achievement and progress and use this 	

		<p>information to recognise achievement, to identify and address underachievement and to assist students in setting targets for further improvement. These policies should meet the expectations of the whole school assessment calendar.</p> <ul style="list-style-type: none"> • Implement and monitor an Assessment and Marking for Improvement policy that meets the expectations of the whole school Feedback for Improvement policy. • Set and implement a homework, coursework and Teaching & Learning policy that develops students' independence and develop effective strategies to ensure students complete the work to the best of their ability. • Set expectations and targets for staff and students in relation to standards of student progress and the quality of teaching. Establish clear targets for student achievement and evaluate progress and achievement in the subject by all students, including those with special educational needs. • Ensure that the teachers within the faculty are aware of its contribution to student understanding of the duties, opportunities, responsibilities and rights of citizens. • To work with SENCO to set subject specific targets and match work well to students' needs.
Operational / Strategic Planning		<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of learning & Progress, marking policies, assessment and teaching and learning strategies in the department. • The day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources. • Responsibility for vocational subjects across all faculties within the school, including becoming the Centre BTEC Quality Nominee. • To implement School Policies and Procedures, e.g. Equal Opportunities, Behaviour, Health and Safety etc. • To work with colleagues to formulate the Department Development Plan which meets the needs of students and the School Development Plan. • To lead your Progress Co-ordinator to ensure that the curriculum area fully reflects the schools priorities. • To foster and oversee the application of ICT in the curriculum area including the development of materials for the school website. • Where appropriate, to ensure the Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, through liaison with the School's Health & Safety Co-ordinator.
Curriculum Provision:		<ul style="list-style-type: none"> • To liaise with the Assistant Headteacher: Ready to Inspire, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan & SEF. • To be accountable for the development and delivery of all subjects within the curriculum area.

Curriculum Development:		<ul style="list-style-type: none"> • To lead curriculum development for the curriculum area. • To keep up to date with national developments in the subject area and vocational subjects and teaching pedagogy. • To monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Assistant Headteacher: Ready to Inspire to maintain accreditation with the relevant examination and validating bodies. • To be responsible for the development of literacy and numeracy skills in all subjects within the curriculum area. • To ensure that the development of all subjects within the curriculum area are in line with national developments.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff		<ul style="list-style-type: none"> • To work with the Assistant Headteacher: Ready to Inspire to ensure that staff CPD needs are identified and met. • To undertake Appraisal reviews as required within the designated department. • To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department to ensure effective T & L. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme. • To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model. • Set clear expectations and constructive working relationships among staff; determine responsibilities and delegate tasks as appropriate; evaluate tasks and develop acceptance of accountability. • Implement a departmental monitoring calendar.
Standards: Monitoring evaluation and review		<ul style="list-style-type: none"> • To maintain a curriculum area SEF. • To lead the department in creating and implementing a Department Development Plan, involving all staff that meet school and departmental priorities. • To establish consistent standards of practice within the department. • To contribute to the School procedures for learning observation. • To implement School Standards and to ensure adherence to those within the department. • To monitor, evaluate and review the curriculum area in line with agreed School procedures.
Management Information:		<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date faculty information on the management information system. • To analyse and evaluate performance data to identify priorities and intervention needs. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within agreed deadlines.

		<ul style="list-style-type: none"> • To produce reports on examination performance within agreed deadlines. • To manage the curriculum area's collection of data. • To provide the Governing Body with relevant information relating to performance and development.
Communication:		<ul style="list-style-type: none"> • To ensure that all members of the faculty are familiar with and contribute to the SEF and Development Plan. • To respond to communication from parents within 24 hours and ensure effective and professional communication with parents. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
Liaison and Marketing:		<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities. • To lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To actively promote the development of effective subject links with external agencies.
Management of Resources:		<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the Deputy Headteacher to ensure the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.
Pastoral System:		<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the faculty. • To monitor student attendance and punctuality together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To contribute to IAG and enterprise according to school policy. • To ensure the Behaviour for Learning system is implemented so that effective learning can take place.
Teaching:		<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:		<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support the school mission and vision and to support staff and students to follow this example. • To lead on all vocational qualifications across the school & Sixth Form.
Other Specific Duties:		
<ul style="list-style-type: none"> • To be responsible for own professional development. • To engage actively in the performance review process. 		

- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary 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, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Post-holder

Name:

Signed:

Date: