

# Whickham School and Sports College



## JOB DESCRIPTION

### FACULTY LEADER (L11)

This is to be seen as additional to the role defined by the Subject Teacher Job Description. The post complies with the School Teachers Pay and Conditions Document (STPCD) pertaining at the time.

One of the key tasks of a member of the faculty leadership team is to ensure, that in partnership with the headteacher, there is a positive ethos, which reflects the school's commitment to high achievement for all, effective teaching and learning and good relationships with staff, governors, parents and our community.

A core purpose of the role is to support the Headteacher in providing professional leadership and management for our school that secures its success and improvement, ensuring high quality education for all students and improved standards of learning and achievement. Members of the Faculty Leadership Team actively support and promote the school aims and values (policy, development plans & strategy). We discuss and express our views freely as a team, but when decisions are made we all actively support and implement them.

Specific responsibilities are clear to all and lines of communication are transparent, however we are part of a team and where the need arises we provide each other the active support that is required.

#### **Skills Expected**

- Leadership skills – the ability to lead and manage people to work towards a common goal displaying excellent subject knowledge and enthusiasm and always showing loyalty to the school
- Decision-Making Skills – the ability to solve problems and make decisions in collaboration with the faculty leader.
- Communication Skills – the ability to communicate with a range of staff, pupils and parents.
- Self-Management Skills – the ability to plan time effectively and to organise oneself well
- Empathetic Skills – the ability to support and understand colleagues and pupils

## **Responsibilities**

Some of the responsibilities of this role may reasonably be delegated to the Deputy Faculty Leader. However the Faculty Leader remains accountable for each aspect

### **Strategic Direction and Development of the Faculty**

- establish faculty policies, in line with whole school policies on such areas as differentiation, independent learning, enrichment, assessment, homework, marking and RWCN.
- monitor the implementation of all faculty policies and review them regularly
- keep the Faculty Handbook under review and ensure that an up to date copy is available for all staff in the department as well as for senior staff at the start of each academic year
- complete the departmental Self Evaluation activity throughout the year focusing on the quality of learning & progress.
- Set objectives and establish development plans for the faculty and monitor the progress made in achieving them.
- establish a clear, shared understanding of the importance and role of the subjects in contributing to pupils' spiritual, moral, cultural and physical development.
- communicate and co-operate with other faculties, including sharing good practice
- analyse and interpret national and school data, research and inspection evidence to inform the development of the subjects within the faculty.
- keep abreast of academic developments in relevant subject areas

### **Teaching and Learning**

- establish high standards for teaching and learning within the faculty
- through the Faculty SEF activity and other methods evaluate the quality of teaching and learning occurring in the faculty using this to identify good practice and establish action plans for any areas for improvement
- at the start of each academic year, ensure that an appropriate scheme of work, and any supporting documentation, is produced and made available for all staff in the faculty, as well as for appropriate senior staff, and monitor application
- keep the schemes of work under review
- analyse examination results and review teaching and learning in the light of those results
- encourage innovative and imaginative curriculum work
- ensure the faculty offers enrichment activities for those particularly gifted and/or interested in the subject area.
- ensure the faculty offers effective support for those pupils identified with special educational needs
- ensure that enrichment activities, where appropriate, are published as widely as possible (including the school web site)
- ensure and monitor in the faculty, effective development of pupils' individual and collaborative skills to enable them to become independent, creative and critical thinkers.
- ensure that subject specific support is available for any pupils requiring additional one to one assistance and liaison when appropriate with the designated staff
- undertake formal lesson observations throughout the year and monitor and review peer observation by faculty members
- establish links with the wider community to enhance pupils' learning
- advise pupils at certain times of option choices and at any other times when help is needed for university applications and/or careers guidance

## **Leading and Managing**

- encourage teachers to achieve expertise in their subject teaching
- inspire a positive atmosphere in the faculty which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it.
- lead the professional development of subject staff by conducting annual review meetings with colleagues and discussing with the Faculty Leader/Assistant Headteacher, as appropriate
- support trainee teachers/ NQTs/new staff
- ensure that senior staff are fully informed about policies, plans and progress
- advise the Assistant Headteacher on faculty training needs
- help colleagues, where appropriate, in the development of classroom management strategies
- keep clear records of all pupils, including internal assessments, examinations and external examination results in line with whole school systems
- keep appropriate records of decisions taken at faculty consultations and provide the Headteacher with the minutes of all meetings
- oversee the writing of reports and other communications within the department, as appropriate
- arrange the faculty contribution to any prospective pupil occasions and contributions required for any school literature e.g. curriculum booklets and prospectus
- attend monthly consultations with Headteacher/Assistant Headteacher
- show support and concern for the welfare and wellbeing of staff in the faculty

## **Efficient and Effective Deployment of Resources**

- deploy staff to ensure the best use of subject expertise
- produce timetable requirements in consultation with the Deputy Headteacher and, once the timetable is produced, liaise with the school timetabler re rooming etc
- prepare the annual budget
- keep an accurate record of faculty expenses and keep within the agreed budget
- ensure that rooms, furniture, equipment, wall displays etc. are maintained to a high standard in order to create an effective and stimulating environment for the teaching and learning of each subject.
- keep an inventory of equipment
- contribute to occasional school displays
- aim to ensure a respect for the working environment
- aim to ensure that resources are stored securely
- oversee the issue and return of books etc. to pupils. Ensure loss or damage is charged to the individual
- liaise with the Librarian over book orders and library requirements for the subject
- aim to ensure that there is a safe working and learning environment in which risks are properly assessed.
- advise the Headteacher on the appointment of new staff assisting in the drafting of advertisements, providing a job description and information about the department, be involved in the selection of candidates for the short-list, be involved and involve the department in the interview process and after appointment, send a follow-up letter of welcome; invite the appointee to visit; carry out school induction procedures

To carry out any reasonable request made by the Headteacher or line manager.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Teacher)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)