



All Saints

a Church of England Academy

Job Description Head of Faculty

Post Title:	HEAD OF FACULTY
Purpose:	<ul style="list-style-type: none"> To provide the highest quality of education, care and preparation for life for all students in the academy in accordance with the Teachers' Standards To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To follow the academy's Safeguarding Policy and procedures. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. To be accountable for student progress and development within the Faculty area. To develop and enhance the teaching practice of others. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Headteacher of the academy To be accountable for leading, managing and developing the Faculty/curriculum area. To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio. As part of your role you will need to be completely committed to safeguarding and promoting the welfare of our students and young people.
Reporting to:	Deputy Headteacher
Responsible for:	Subject Leaders, teaching staff and other relevant personnel within the faculty.
Liaising with:	SLT, other Heads of Faculty and relevant staff with cross-academy responsibilities, relevant non-teaching support staff, LA staff/external agencies, parents/carers.
Working Time:	195 days/1265 hours per year. (Full time or Part-time equivalent)
Salary/Grade:	TLR Allowance
Disclosure level	Enhanced
MAIN (CORE) DUTIES & RESPONSIBILITIES This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are not in any priority and are not exhaustive. The job description or the duties may vary or be amended, in consultation with the post-holder, from time to time without changing either the level of responsibility or the financial remuneration with this post.	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty. The day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources. To actively monitor and follow up student progress To implement Academy Policies and Procedures, e.g. Safeguarding, Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. 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 the academy.

	<ul style="list-style-type: none"> • To lead and manage the business planning functions of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area and the aims and objectives of the academy. • To link with the subject leaders to ensure that the work in the curriculum area fully reflects the academy's distinctive Church ethos and mission. • In conjunction with the ICT subject leader to foster and oversee the application of ICT in the faculty, including the development of resources for Open Learning. • To 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.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Evaluation. • To be accountable for the development and delivery of faculty based subjects.
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole faculty. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies. • To be responsible for the development of Key Skills in faculty based subjects. • To ensure that the development of faculty based subjects is in line with national developments.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the Faculty's technicians/support staff. • To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated faculty, if applicable. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the faculty. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the academy'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.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the faculty and to work towards their achievement. • To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.

	<ul style="list-style-type: none"> • To contribute to the Academy procedures for lesson observation. • To implement Academy quality procedures and to ensure adherence to those within the faculty. • To monitor and evaluate the curriculum area/faculty in line with agreed Academy procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the SIP.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system. • To make use of analysis and evaluate performance data provided. • 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 the quality assurance cycle for the faculty. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the Deputy Headteacher, to manage the Faculty's collection of data. • To provide the Governing Body with relevant information relating to the Faculties performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the faculty are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents/carers of students. • To liaise with partner academy's, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the faculties views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases. • To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies 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 in order to ensure that the Faculties teaching commitments are effectively and efficiently time-tabled and roomed.
Care, Guidance and Support System:	<ul style="list-style-type: none"> • To monitor and support the Heads of House in ensuring the overall progress and development of students. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that

	<p>follow-up procedures are adhered to and that appropriate action is taken where necessary.</p> <ul style="list-style-type: none"> • 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 PHSE, citizenship and enterprise according to academy policy. • To ensure the Behaviour Management system is implemented in the faculty 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, fulfilling the Teachers' Standards.
Other specific duties:	
<ul style="list-style-type: none"> • To model and "live out" the Christian values which underpin the academy. • To play a full part in the life of the academy community, to support its distinctive Church mission and ethos and to encourage staff and students to follow this example. • To support the academy in meeting its legal requirements for Collective Worship. • To promote actively the academy's corporate policies. • To continue personal development as agreed. • To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The academy 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.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by academy leaders and the Governing Body to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

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