

Hendon School



Job Description TLR 1B

Post: Head of Faculty

Responsible to: Assistant Headteacher

Job purpose: To nurture and develop the whole learner, provide qualitative assurance of the teaching and learning in the Faculty and provide leadership and direction towards the ideals of the school mission statement

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership

To:

- Create a vision, sense of purpose and pride in the faculty team and in the learners
- Inspire faculty members by personal example and presence
- Produce the Action Plan and monitor its implementation and the part it plays towards whole school development.
- Act as coach and mentor to those line managed
- Acknowledge the responsibility for raising pupil achievement within the Faculty
- Be a role model in all aspects of teaching and learning
- Promote the introduction and development of whole school policies within the Faculty.
- Provide the link between the Headteacher, Leadership team, Governors, other staff and external agencies where appropriate
- Identify and applaud areas of success for individual teachers and the Faculty
- Have a presence around the school, encouraging students to demonstrate positive behaviour and attitudes, both in lessons and during movements to and from lessons.
- Promote the behaviour for learning policy within the Faculty area and liaise with parents
- Keep abreast of local and national changes within the Faculty
- Promote and support the school's specialist Language College status in the Faculty
- Promote and developing the 'Every Child Matters' agenda across the Faculty
- Promote global citizenship

Management of Staff

To:

- Lead and support line managed staff to ensure that the CPD needs of all Faculty staff are addressed.
- Oversee and monitor the process of PMR within the Faculty
- Participate in the procedures for the appointment of new members of staff and in the case of NQTs/GTPs/OTTs/BTs, ensure suitable support mechanisms within the area are provided.
- Organise the Faculty structure

- In consultation with subject leaders, define areas of responsibility and line management including agreeing job descriptions.
- Act as line manager for HODs and I/C subjects within Faculty.
- To ensure time is spent with technicians to agree how practical work will be prepared, where necessary.

Teaching and Learning

To:

- Ensure that the statutory requirements of the National Curriculum and GCSE/A2 and Vocational courses requirements are fulfilled in relation to both content and assessment.
- Monitoring all aspects of teaching and learning including lesson observation and work review.
- Ensure the application of the whole school policy on assessment and evaluate its use and effectiveness across the Faculty
- Monitor and evaluate tracking systems and the use of data within the Faculty for highlighting success and identifying underachievement.
- Monitor and evaluate the effectiveness of schemes of work, including the provision for homework, through liaison with HODs and I/C subjects in meeting the needs of the full range of ability.
- Ensure the provision within the Faculty for students with SEN including G&T and HIU is appropriate.
- Carry out annual subject reviews with Heads of Department and participate with the Leadership Group in a Faculty review
- Promote and represent the subjects within the Faculty on the curriculum committee and all other school committees.
- In liaison with Heads of Department and i/c subjects, oversee and ensure all aspects of cross curricular initiatives are embedded in Faculty work such as ICT, literacy, numeracy, internationalism and citizenship.
- Promote opportunities for extra-curricular activities and visits related to the Faculty area.
- Oversee Faculty/department finances and deploy the Faculty's resources to maximise students' achievement
- Chair and produce the agenda for effective and developmental Faculty area meetings.
- Ensure high standards of student performance across the ability range.
- Oversee and monitor Faculty use of rewards and sanctions
- Ensuring a stimulating learning environment is maintained within the Faculty
- Promote a healthy and safe learning environment
- Encourage staff and students to make a positive contribution to learning and to the whole school community
- Promote enjoyment and achievement in learning and extra curricular activities
- Promote a culture of the importance of learning throughout life and of the importance of economic well-being
- All teachers are expected to abide by the Professional Standards for Qualified Teacher Status when undertaking their roles as a classroom teacher
- Ensure robust tracking systems are in place to collect and interpret specific student level assessment data allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
- Ensure that Annual Review meetings and necessary paperwork are completed in line with statutory requirements.
- Set up systems for screening pupils at "point of entry", identifying, assessing and reviewing provision for SEND students once identified.
- Work with colleagues to set challenging targets for raising achievement among pupils with SEND.
- To ensure the best possible outcomes for Hendon students by ensuring that needs are identified, addressed and where necessary additional funding is secured through an EHC assessment requests.

- To work with other stakeholders to ensure the smooth transition at key points including Year 6, Year 9, Year 11 – 13.

Standards and quality assurance

- Support the aims and ethos of the school.
- Promote the Hendon School values as presented in our code of conduct.
- Uphold the school's behaviour code and uniform regulations.
- Develop positive links with neighbouring schools, external agencies and parents.
- Attend staff meetings and CPD.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances and other events.