

**Faculty Lead: Job Description**

**Purpose:**

To play a major role under the Head of School and under the overall direction of a member of the Senior Leadership Team, to raise standards of attainment and achievement of learners within a faculty. To be accountable for leading, managing and developing the subject/curriculum area. To manage effectively and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio.

**Responsible to:** Head of School & Curriculum ASHT

**Salary Grade Range:** L7-14

**Specific Responsibilities:**

**To lead the faculty team in raising standards of attainment and achievement across the whole curriculum area**

- Lead the faculty team and set the vision and ethos to raise academic
- Standards
- Line-manage the subject leaders within the faculty
- Contribute to whole school developments and produce a Faculty
- Improvement Plan that reflects whole school priorities
- Communicate the vision and ethos to the faculty team
- Keep up to date with national developments and lead the faculty in
- preparing for Ofsted
- Set faculty targets and produce an annual faculty self-evaluation
- Control and oversee the operation of course provision
- Work with SLT LM to ensure that staff development
- needs are identified and supported
- Lead and partake on Performance Management within the faculty
- including lesson QA
- Report and work with Governors where required
- Monitor learning behaviour across faculty and take appropriate action

- Be the induction tutor for ECTs within the faculty

**To be accountable for student progress and challenge underachievement**

- Monitor progress across the year groups within the faculty in line with the
- school Quality Assurance policy at regular intervals
- Ensure all students make progress within each lesson
- Follow up any concerns with both challenge and support for teacher
- colleagues
- Develop early intervention strategies for the learner and support the team
- in keeping parents informed of progress
- Carry out in depth review of student progress and present to relevant staff/governors

**To ensure the provision of an appropriately broad, balanced, relevant and adapted curriculum for students studying in the Faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head of School**

- Contribute to the school's curriculum policy to help raise standards
- Develop and embed appropriate syllabuses and relevant schemes of work
- Promote cross curricular themes
- Ensure appropriate accreditation with relevant Examination Boards
- Monitor quality of homework and record keeping across faculty team
- Work with the Curriculum ASHT on curriculum solutions
- Organise and lead faculty in supporting whole school events (subject consultation meetings, open events, publicity etc.)
- Promote extracurricular provision to support and enhance student learning

**To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty**

- Ensure best value focusing on whole school priorities
- Be responsible for health and safety/risk assessment concerns within and across the faculty

**To support whole school policies and national initiatives**

- Ensure equal opportunities, child protection and other school policies are
- implemented
- Regularly review the faculty in line with national changes and school
- requirements
- Keep up to date with subject specific developments
- To successfully complete NPQSL within the first year in post

**As an employee you have legal duties which include:**

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references*