

THE LENHAM SCHOOL JOB DESCRIPTION

Job Title:	Head of Faculty
Range:	L4 – L8
Responsible for:	Members of the Faculty
Accountable to:	Head of School

Purpose of job:

- To lead the curriculum and progress function ensuring all students achieve their maximum academic potential.
- As a member of the SLT to assist in the strategic development of the school.

Key Responsibilities:

Employment Duties:

To carry out the duties as set out in the current School Teachers' Pay and Conditions document, having due regard to all schools policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

Particular Responsibilities:

Leadership Group

1. Develop a strategic view for the school and analyse and plan for its future needs and further development within the local, national and international context.

Head of Faculty

A Strategic direction and development of all subjects within the faculty

1. Develop a strategic view for the school and analyse and plan for its future needs and further development within the local, national and international context.
2. Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
3. Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of subjects, which contribute to whole school aims, policies and practices.

4. Lead by example through demonstrating and achieving high standards in the teaching of your subject which sustain and raise standards of student achievement, behaviour and motivation.
5. Monitor the progress made in achieving subject plans and targets and evaluate the effectiveness of these plans.
6. Use data effectively to identify students who are underachieving
7. Analyse or interpret relevant national, local and school data, plus research and inspection evidence to inform policy and practice.

B Teaching and Learning

1. Are responsible for the annual review and implementation of effective schemes of work which meet all statutory requirements.
2. Ensure teachers are clear about teaching objectives, understand the sequence of learning in the subject and communicate such information to students.
3. Provide guidance on the choice of appropriate teaching and learning methods to take account of individual learning needs.
4. Ensure opportunities are provided for the development of literacy, numeracy and ICT skills.
5. Take account of the needs of talented and gifted students.
6. Establish clear policies for assessing and recording students' progress and attainment, for setting future targets. Ensure that information about students' previous achievements is used effectively to inform target setting and to monitor progress.
7. Establish a good partnership with parents to involve them in their child's learning in the subject, as well as providing information about the curriculum.
8. Lead the review of the exam analysis within their team and identify implications for the teaching of the subject.

C Leading and managing staff

1. Develop teamwork and mutual support through meetings and by developing responsibilities.
2. Monitor and evaluate the work of all staff involved and take action as necessary to secure improvement.
3. Carry out performance management reviews and audit their and the subject's training needs.
4. Lead professional development and ensure staff attend appropriate INSET.
5. Sustain motivation by enthusiasm, involvement of the department with professional associations and other external links.
6. Induct new staff, NQTs and trainee teachers.
7. Set standards for the conduct and behaviour of students within the subject and help staff maintain these standards and achieve constructive working relationships with students.
8. Work with the SENCO to ensure that individual education plans are used to set subject specific targets.

D Efficient and effective deployment of staff and resources

1. Establish resource needs for the subject and advise appropriate managers of likely priorities for expenditure, preparing a realistic BSA&E bid.
2. Deploy and monitor subject budget.
3. Deploy staff involved in the subject to ensure best use of expertise.
4. Ensure the effective and efficient management and organisation of learning resources, including ICT.
5. Ensure the care, storage and security of resources and stock.
6. Explore opportunities to develop new resources from a wide range of sources inside and outside the school.
7. Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
8. Implement the Health and Safety Policy, ensuring that there is a safe working and learning environment in which risks are properly assessed.

Support for the school

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
2. To contribute to overall ethos, work and mission statement of the school.
3. To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.
4. Participate in the school's appraisal process.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that The Lenham School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.