

# Faculty Leader

## Job Description – Leigh Academies Trust



### Core Purpose

- To provide outstanding and inspirational leadership within the Academy and wider community.
- To support the Principal in creating a high expectation and success culture for students and staff with personalised learning at the heart of the Academy.
- To help build a sustainable, creative and distributed model of leadership throughout the Academy.
- To promote the outcomes of Every Child Matters in partnership with a range of partners and stakeholders.
- To secure excellent learning outcomes for students as a consequence of consistently high standards of teaching.
- To ensure that every child is able to enjoy a positive educational experience irrespective of their background or barriers to achievement.
- To develop and promote networked learning partnerships with all sectors of education, the business community and voluntary sectors.
- Model the values and vision of the Academy.

### Key Responsibilities

#### *Strategic Development*

- Support the Principal in developing and communicating a clear strategic vision of how to develop the Academy successfully.
- Support the Principal in personalising education through innovative approaches to learning, support, experience and leadership within the Department.
- Set accurate and appropriate performance indicators for students and staff within the Department and hold everyone accountable for them.
- Promote the effective use of data in the Department to raise standards.
- Implement an effective and rigorous self review process that will inform the completion of the Department/ Faculty SEF.
- Contribute to designated sections of the School Improvement Plan as required.
- Ensure that student tracking systems in the Department identify underperformance enabling appropriate and timely intervention.
- Secure the development of an effective high performing Department team through mentoring and coaching.
- Support the Principal in managing the Academy effectively and ensuring the successful implementation of radical change.
- Work in harmony with the Principal, Sponsor, Governors, local schools, other Academies and other partners as appropriate.

#### *Teaching and Learning*

- Provide leadership for curriculum development and delivery that meets the needs of individual students and maximizes the opportunity for each individual to achieve excellent outcomes.
- Department lead for high quality learning and teaching
- Support the Faculty Leader/senior staff in monitoring the quality of learning and teaching through regular reviews, including lesson observation, work scrutiny and student voice.
- Liaise with Faculty Leader/AP to ensure that student setting and grouping arrangements are effective
- Ensure that teacher allocation to teaching groups is both equitable and maximises the outcomes for students
- Ensure the implementation of the national strategies and ensure that literacy and numeracy are high priorities in curriculum planning and delivery.

### ***Leading and Managing Staff***

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the Academy community
- Sustain their own motivation and that of staff for whom they are accountable
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community
- Contribute to an effective and rigorous Performance Management process.

### ***Efficient and effective use of staff and resources***

- Work with the Principal, governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided
- Support the Faculty Leader/AP to plan, manage and monitor the Departmental curriculum within the agreed budget
- Ensure that the Department timetable effectively delivers the agreed curriculum outcomes through planning and monitoring
- Ensure that ICT is an effective learning, teaching and administrative tool in the Department
- Support the Director of Finance in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.

### ***Standards***

- Support the Faculty Leader/AP in regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement.

### ***Specialist Status & Community***

- Ensure that the enterprise ethos is adopted within the work of the Department
- Ensure that the Academy specialisms are used effectively to raise aspirations and standards
- Ensure that opportunities for SMSC are embedded throughout the Department programmes.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal to ensure the efficient and effective operation of the Academy.

### ***Person Specification – Faculty Leader (Strood Academy)***

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The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Potential candidates should not be deterred if they do not meet all of the criteria stated here. We will provide professional development for the outstanding candidate if this is required.

*Please see the next page for the full table.*

|                                       | <b>Essential</b>  | <b>Desirable</b>   |
|---------------------------------------|---|--|
| <b>Experience</b>                     | <p>Significant experience as a classroom teacher in a mainstream secondary school</p> <p>An excellent classroom practitioner</p> <p>Demonstrable experience of improving student outcomes</p> <p>Excellent understanding of the assessment processes at KS3, KS4 and KS5 and how to use these to support planning and raise student achievement</p> <p>Excellent knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged</p> <p>Experience of leadership roles within a team including designing and developing resources to support learning.</p> <p>Experience of working with other teachers and support professionals to extend their understanding of educational issues</p> <p>Experience of robust self-evaluation and development planning linked to this</p> <p>Experience of coaching other staff so that their classroom practice develops</p> | <p>Experience in a Middle Leadership role</p> <p>Experience of classroom observations and feedback</p> <p>Experience of coaching, mentoring &amp; leading CPD</p> <p>Knowledge of software for use with interactive technologies and the application of these to engage and interest students</p>                  |
| <b>Education &amp; Qualifications</b> | <p>Degree and teaching qualification</p> <p>Qualified teacher status</p> <p>Evidence of professional development relevant to the role</p>   | <p>Evidence of substantial award bearing CPD</p> <p>Preparedness to study at Masters level</p>   |
| <b>Leadership &amp; Management</b>    | <p>Experience of leading &amp; managing staff within a department, faculty or year team</p> <p>In-depth knowledge and understanding of current educational priorities</p> <p>An understanding of the Ofsted framework and the workings of the SEF</p> <p>Understanding of SEN/ Behaviour/ attendance legislation &amp; guidance</p> <p>An understanding Performance Management</p> <p>Experience of working with parents</p>  | <p>Experience in working with Governors</p> <p>Experience in leading a high performing team in any subject discipline</p> <p>Working in partnership with other schools or providers</p> <p>Working with associate/ support staff teams</p> <p>Experience of working with children in challenging circumstances</p> |
| <b>Skills</b>                         | <p>Outstanding leadership skills</p> <p>Excellent classroom practitioner</p> <p>Effective interpretation, analysis, &amp; use of data</p> <p>Well developed interpersonal and communication skills (including written, oral and presentation)</p> <p>Ability to manage students effectively</p> <p>Excellent organisational skills</p>  | <p>Well developed coaching and mentoring skills</p> <p>Successful experience of managing a department or team</p> <p>Experience of managing change, leading innovations and meeting challenges successfully</p>  |
| <b>Attributes</b>                     | <p>Shared vision with sponsor</p> <p>Passionate about securing the very best outcomes for the whole community</p> <p>Outward facing leader</p> <p>Energetic, resilient, empathetic</p> <p>Able to develop and maintain good relationships with staff, parents, students, governors and the community</p> <p>Able to deal sensitively with people and resolve conflicts</p>  | <p>Strong entrepreneurial leader</p> <p>Ability to manage a whole school responsibility in a calm but assertive manner</p> <p>Calm, unflappable with a sense of humour</p>   |