



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	HEAD OF FACULTY
<b>JOB HOLDER:</b>	
<b>LOCATION:</b>	THE PINGLE ACADEMY, CORONATION STREET, DE11 OQA
<b>LINE MANAGER:</b>	VICE PRINCIPAL/ASSISTANT PRINCIPAL
<b>JOB GRADE:</b>	TEACHERS PAY SPINE + TLR

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The post holder is required to advance and execute the academy's objectives, policies and procedures so that:

- ❖ Teaching and learning are of the highest possible quality and all students make expected progress or better
  - ❖ Members of the academy community support and care for each other
  - ❖ Students learn in an ordered and secure environment
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## **JOB OBJECTIVE**

To promote the highest professional standards and a positive ethos; the post holder will be responsible for leading and managing all aspects of the faculty, ensuring all students are supported to achieve their potential.

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## **MAIN DUTIES AND RESPONSIBILITIES**

The post holder will fulfil the following responsibilities as Head of Faculty, in addition to the main duties and responsibilities detailed within the relevant teacher job description.

- ❖ To manage the daily operations of the faculty.
- ❖ To manage the overall progress and development of students within the faculty, contributing to raising standards of student attainment.
- ❖ To lead and organise teachers and associated support staff within the faculty, ensuring all staff are fully involved in delivering appropriate courses for students at all ages and stages.
- ❖ To be responsible for ensuring courses are effectively coordinated within the curriculum area and systems for assessing, recording, tracking and reporting student progress is maintained.
- ❖ To contribute to the academy development plan, ensuring targets in the faculty are met.
- ❖ To lead and manage the curriculum development (Y7-Y13) within the relevant faculty, supporting timetabling as required.
- ❖ To ensure that the schemes of work are comprehensive, up-to-date, provide suitable opportunities for differentiation, and enables the academy's policies (e.g. citizenship, equality, health and safety, numeracy, literacy) to be implemented.
- ❖ To ensure the faculty is organised and systems are in place to manage finances, equipment, health and safety (including necessary risk assessments), facilities, teaching spaces and other learning resources.
- ❖ To ensure that a tutor group is organised for learning and provide appropriate guidance to secure the welfare of students, their placement on suitable courses and the effective operation of academy procedures.
- ❖ To report to the Local Governing Body and Leadership Team on the progress of the faculty towards its objectives.
- ❖ To contribute to the appointment, induction and professional development of teachers, trainees, technicians and teaching assistants assigned to the curriculum area.
- ❖ To lead and contribute to development projects as required.

## Leadership and Management:

- ❖ To demonstrate knowledge of and support the academy's strategies for inclusion, raising achievement and excellence.
- ❖ To demonstrate good or better teaching in their own practice, ensuring students are in line with academy targets.
- ❖ To be accountable for their own successful appraisal objectives.
- ❖ To support student progress through assessing the impact of behaviour, attendance and punctuality.
- ❖ To be able to observe lessons and make accurate judgements, providing quality feedback to support in improving teaching and learning.
- ❖ To contribute towards the monitoring and evaluation of the academy's self-evaluation process.
- ❖ To support the Leadership Team in ensuring the academy is providing a broad and balanced curriculum offer which is well delivered and managed effectively.
- ❖ To oversee and conduct the appraisal of relevant staff within the faculty, identifying ongoing CPD, and be accountable for successful outcomes of staff towards appraisal objectives.
- ❖ To demonstrate an awareness of the significance of interpersonal relationships and models of CPD. The post holder will promote individual and team development, highlighting the inter-connection between managing performance, CPD and sustained academy improvement.
- ❖ To use a range of evidence and data to support, monitor, evaluate and improve the performance of the students and academy.
- ❖ To embrace the principles and practice of quality assurance systems.
- ❖ To support the academy in working effectively towards the academic, spiritual, moral, social, emotional and cultural development of students.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the designated/deputy designated safeguarding lead or your line manager as appropriate.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

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### NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. Teaching staff participate in the academy's appraisal system; ATP&C staff participate in the academy's professional review programme.

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This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

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Signature ..... Date .....  
(Job Holder)

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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>❖ qualified teacher status (A,D)</li><li>❖ degree in relevant subject (A,D)</li><li>❖ commitment to continued professional development (I)</li></ul>	<ul style="list-style-type: none"><li>❖ a good honours degree (A,D)</li><li>❖ evidence of recent relevant professional development (A,D)</li><li>❖ Health and Safety (A,D)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>❖ of being an outstanding classroom teacher (A,I)</li><li>❖ of teaching at KS3, KS4 in relevant subject (A,I)</li><li>❖ of managing and motivating staff, providing direction, inspiration and strong leadership (A,I)</li></ul>	<ul style="list-style-type: none"><li>❖ of teaching KS5 in relevant subject (A,I)</li></ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>❖ of National Curriculum at KS3, KS4 and KS5 (A,I)</li><li>❖ of how children learn (A,I)</li><li>❖ of safeguarding best practice (I)</li><li>❖ of assessing student performance and setting targets for future attainment (A,I)</li><li>❖ of using a wide variety of teaching and learning strategies across the key stages (A,I)</li></ul>	<ul style="list-style-type: none"><li>❖ of promoting positive relationships within the wider community (A,I)</li><li>❖ of cross-curricular activities (I)</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>❖ to organise, plan, prioritise workload and solve problems (A,I)</li><li>❖ to have excellent verbal and written communication (A,I)</li><li>❖ to enthuse and work with children of all ages, abilities and aptitudes (A,I)</li><li>❖ to work on own initiative and as part of a team (A,I)</li><li>❖ to work effectively as a tutor and involvement in the delivery of PSHE &amp; citizenship (A,I)</li></ul>	<ul style="list-style-type: none"><li>❖ to value equality and diversity and the unique contribution each individual makes to the learning community (I)</li><li>❖ to offer contributions to whole school/extracurricular activities (I)</li></ul>

<b>Other</b>	<ul style="list-style-type: none"> <li>❖ to be flexible and enthusiastic about subjects (I,R)</li> <li>❖ to promote the vision and ethos of the organisation (I)</li> <li>❖ to insist on high standards (I,R)</li> </ul>	<ul style="list-style-type: none"> <li>❖ to be willing to learn new skills (I)</li> <li>❖ to have high standards of personal performance and appearance (A,I)</li> </ul>
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**Key (assessment and testing):**

- A - Application Form
- I - Interview
- R - Reference
- D - Documentation

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Updated: May 2017