



## **Job Description: Head of Faculty**

Cumbria Futures Federation is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Job details**

Salary: Main scale / Upper Pay scale plus TLR

Hours: Full Time

Reporting to: Deputy Headteacher

### **Main purpose**

The Head of Faculty will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Take responsibility for providing leadership and management across a range of subjects and curriculum areas, and across our Federation, to secure:
  - High quality teaching
  - Effective use of resources
  - Improved standards of learning and achievement for all
- Note that these responsibilities are in addition to the duties and responsibilities of a teacher, which are also applicable to this role

### **Duties and responsibilities**

#### **Strategic Direction**

- Develop and implement policies, procedures and measures to enhance and improve subject teaching across our federation
- Promote the subjects within the Faculty's remit, their importance, and the value that those subjects bring across the school
- Have a good understanding of how well the subjects are being delivered and the impact on student achievement



- Use this understanding to feed into the school development plan and produce an action plan for the faculty to drive improvement
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subjects
- Consult students, parents and staff about the subjects and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum of the subjects within the faculty matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subjects and ensure that teaching and learning illustrates how the subjects within the faculty might lead to career opportunities
- Use additional staff in the subject areas to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with external parties on faculty and subject-related events, projects and activities

### **Leading the Curriculum**

- Working with the Quality of Education Lead – Curriculum, develop and review regularly the vision, aims and purpose for the subject areas within the Faculty, including specific projects where appropriate
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- Ensure the planned curriculum is effectively and consistently implemented across the Federation
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- Have an overarching responsibility for students' achievement and standards in the Faculty

### **Leading and managing staff**

- Establish an effective team and hold regular meetings as per the Federation calendar to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model excellent quality teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for your team, appraising staff in line with the Federation's appraisal policy
- Contribute to timetabling and manage setting students into attainment groups

## Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home
- Ensure effective and proactive contribution by the Faculty members to whole-school initiatives including those to support learning of disadvantaged students, specific projects relating to students and groups of students and other activities.

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful subject or faculty leadership</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of the National Curriculum</li> <li>• Expert knowledge and understanding of high-quality, effective teaching and learning strategies, and the ability to model, coach and support others to improve</li> <li>• Awareness of local and national organisations that can provide support with delivering and developing the subject areas within the Faculty</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to adapt teaching to meet students' needs</li> <li>• Ability to build effective working relationships with students</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Ability to communicate a vision and inspire others</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.