

## Job Description and Person Specification for Director of Faculty

<b>Job Title</b>	Director of Faculty	<b>Department</b>	English
<b>Line Manager</b>	DHT/ SDOL/ DOL QofED	<b>Salary range</b>	<b>L12-14</b>
<b>Start Date</b>	September 2023 (or earlier)	<b>Contract type</b>	<b>Permanent</b>

### Overall Description

A Director of Faculty will leverage their love and passion for their subject to drive the strategic vision for the subject's seven-year curriculum and co-curriculum. A strategic leader with an eye for detail and data they will be the senior lead for a core subject area, accountable for the outcomes at key stage 4 and 5. Leading by example with exemplary subject and curriculum knowledge they will be a member of the extended SLT, attending relevant SLT meetings and contributing to whole school development planning and delivery of key strategies. Committed and skilled at building teams and developing teachers, they will line manage the head of faculty, facilitate whole school and subject specific CPD and be a key member of the instructional coaching team.

### Specific Responsibilities

#### Senior Curriculum Leadership

- To attend relevant SLT meeting agenda items
  - To be the senior lead for recruitment and staffing
  - To attend weekly curriculum SLT meetings
  - To facilitate relevant whole school CPD
  - To quality assure and develop the instructional coaching team
  - To strategically lead on timetabling decision, taking in the consideration the needs and context of the faculty
- To be the induction tutor for the ECTs in the subject area.

#### Pupil Progress

- To agree, monitor and evaluate the subject student progress targets to make a measurable contribution to whole school targets
- To engage in the student progress review model to ensure strategic plans are in place to address underperformance or concerns over individual students or sub groups
- To be accountable for outcomes at Key stages 4 and 5, including interventions and catch up plans
- To lead on decision making and entries for all examinations.

#### Leadership and Development of Teaching and Learning

- To engage in the self-evaluation processes within the faculty and lead on the faculty leadership review which contributes positively to the achievement of the school improvement plan and which actively involves all subject teachers in its design and execution
- To coordinate the Head of Faculty and Subject Leader(s) in the design, planning, coordination, quality assurance, monitoring and evaluation of the curriculum, ensuring that it meets the aims of the school, the needs of all pupils, and ensuring that it meets the aims of the school and National Curriculum
- To lead quality assurance and teacher development to ensure that teachers:
  - Teach consistently high-quality lessons informed by the school's teaching principles

- Set expectations for students in relation to standards of achievement and the quality of learning and teaching
  - Teach to ensure knowledge is retained in long term memory of students
  - Assess and adapt teaching to the strengths, weaknesses and misconceptions of classes
  - Follow the faculty feedback policy, providing formative feedback in every lesson and whole class feedback for set pieces of work
  - Maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
  - Work in collaboration with Learning Support Assistants, Special Educational Needs, EAL Team and Deaf Support Base staff attached to any teaching group, ensuring that appropriate approaches to learning are used in relation to pupils with specific learning needs
  - Follow the school policies and procedures.
- To provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in tangible impact on student learning
  - To ensure all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.

#### **Leadership of Faculty**

- To lead in the recruitment of faculty staff in accordance with the DfE's Safer Recruitment in Education guidelines and the school's Recruitment policy
- To lead on induction, guidance and advice for faculty staff
- To determine roles and responsibilities within the faculty in liaison with the SLT line manager, and leading and managing the Head of Faculty and Subject Leaders
- To write a Faculty Development Plan which dovetails with the School Development Plan (FDP) and which lays out strategies for improving student progress at KS3 KS4 and KS5 within the Faculty
- To review progress towards targets and outcomes laid out in the FDP and to amend the plan accordingly
- To ensure efficient communication within the faculty, leading faculty planning and development time and line management meetings
- To lead the faculty's annual timetable planning, including all mid-year cycle changes
- To oversee the organisation of student groups and the allocation of staff to classes to ensure maximum student progress
- To manage the Performance Management process for staff in the faculty
- To create an environment where there is visible acknowledgement that everyone's contribution is valued
- To develop the unique culture and identity of the Faculty and to be an ambassador for it within the school and the wider community
- To promote strong working relationships between all colleagues, and to facilitate positive relationships between students and staff in the Faculty
- To strategically lead on the co-curriculum for the faculty including trips and extra-curricular experiences.

#### **Coaching and Mentoring**

- To coach and mentor staff to become more effective teachers
- To support the induction of ECTs and with Initial Teacher Training

- To take a lead role in leading and supporting the CPD of colleagues who require additional support and guidance
- To be coached and model a positive attitude to continuous teacher development.

#### **Finance and Resources**

- To ensure that the faculty budget is used in line with school procedure and that resources are recorded and monitored
- To seek to ensure the effectiveness of the faculty's equipment, proper maintenance of the materials and observance of relevant health and safety regulations
- To be responsible for the registration, maintenance and recording of all assets and resources within the faculty (as part of line management of technicians, where applicable).

#### **Teaching responsibilities**

- To undertake a designated programme of teaching across all key stages
- To collaborate with colleagues at and/ or teach students, and take part in training/ coaching, at the St Paul's Way Primary School (Key Stages 1-2)
- To plan teaching in accordance with faculty schemes of work and National Curriculum programmes of study
- To liaise with relevant colleagues on the planning of units of work for collaborative delivery
- To teach consistently high-quality lessons informed by the school's teaching principles
- To set expectations for students in relation to standards of achievement and the quality of learning and teaching
- To teach to ensure knowledge is retained in long term memory of students
- To assess and adapt teaching to the strengths, weaknesses and misconceptions of classes
- To follow the faculty feedback policy, providing formative feedback in every lesson and whole class feedback for set pieces of work
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To work in collaboration with Learning Support Assistants, Special Educational Needs Team and Inclusion Team
- To be familiar with the SEND Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students
- To be a role model for students, inspiring them to be actively interested in your subject
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in your curriculum area
- To promote learning through out of hours activities such as enrichment, educational trips and speaker visits
- To promote aspects of Personal Development, CEIAG and enrichment related to your subject
- To understand progression and be able to assess against benchmarks, and to keep such records as are required
- To be comfortable using data to plan interventions for individual students
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To follow the school policies and procedures on teaching, learning and assessment.

#### **Staff Development**

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process

- Participate in whole school and CPL programmes.

### **Student Support and Progress**

- To quality assure and oversee the following responsibilities of relevant members in the faculty:
  - Being an effect Form Tutor to an assigned group of students if and when required
  - To promote the general progress and well-being of individual students and the Tutor Group as a whole.
  - To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
  - To alert the appropriate staff to problems experienced by students
  - To apply the Behaviour for Learning policy so that effective learning can take place
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To contribute to personal development, CEIAG and enrichment according to school policy
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and faculty heads.

### **General Responsibilities**

#### **Wider Professional Responsibilities**

- To model an openness and desire to engage with supportive and critical feedback
- To make an active contribution to the policies and aspirations of the school
- To seek to share your expertise with colleagues
- To contribute effectively to the work of the wider team
- To play a critical role in the life of the school
- To promote the general progress and well-being of individual students
- To provide guidance and advice to students on educational and social matters and on their further education and future careers
- To provide a wide range of enrichment and personal development opportunities that are embedded into your curriculum offer
- To communicate and consulting with the parents / carers of students in line with school procedures
- To participate in meetings arranged for any of the purposes described above;
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students;
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school
- To undertake any professional duties reasonably delegated to you by the Headteacher

#### **General administration**

- Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality

- Ensure that communications are responded to in a timely manner and agreed deadlines are met

### **Equality and Diversity**

- The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

### **Health and Safety**

- The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

### **Safeguarding**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

### **Qualification Criteria**

- A fully qualified teacher with evidence of QTS for secondary teaching
- Qualified to at least degree level in subject area and/or good A Levels or equivalent Qualified to teach and work in the UK.

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status	✓	
Evidence of excellent classroom practice with a proven ability to teach to a consistently high standard	✓	
Knowledge of the National Curriculum in subject specialism	✓	
The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high attainment and progress	✓	
Relevant experience/proven success in teaching subject specialism at all Key Stages and confidence in developing the curriculum	✓	
Good understanding of effective procedures for managing and promoting positive behaviour among pupils	✓	
Good degree in subject specialism or related discipline	✓	
Experience in urban schools		✓
Strong management skills and evidence of motivating pupils and staff	✓	
Ability to monitor the quality of teaching and learning across all Key Stages and provide appropriate support as required.	✓	
Ability to recognise and respond to the needs of children of different attainment levels.	✓	
An ability to analyse and interpret both internal and external data accurately and to use this to inform future planning and intervention	✓	

Understanding of sound financial planning and best value practice	✓	
Track record of raising standards at middle leadership level	✓	
Proven ability to make a positive impact in leading a subject or area beyond own class and successfully developing staff	✓	
Experience of promoting highly effective communications within and between teams and other stakeholders in the school community	✓	

### Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff	✓	
Good level of ICT skills	✓	
Knowledge of intervention strategies that can be used effectively at Key Stages 3, 4 and 5 to address under-performance	✓	
Ability to apply effective teaching and learning strategies	✓	
Ability to lead and manage own work effectively and take responsibility for own professional development	✓	
Ability to recognise and respond to the needs of children of different attainment levels	✓	
Ability to lead and manage a team of colleagues, including other middle leaders	✓	
The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships with parents	✓	
Strong management skills and evidence of motivating pupils and staff	✓	
Ability to monitor the quality of teaching and learning across all Key Stages and provide appropriate support as required	✓	
Ability to implement and support with leading whole school initiatives, supporting colleagues to raise standards through effective professional development and increased subject knowledge and skills	✓	
Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to develop good personal relationships within a team; making an effective contribution to high morale	✓	
Passion for teaching own subject specialism	✓	
Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	✓	
Commitment to contributing to school life as a whole, and willingness to be involved with clubs and community projects	✓	
An appetite and stamina for challenging work	✓	

A proactive approach to continuous professional development	✓	
A passionate belief in the success of young people and obtaining high standards	✓	
A reflective approach to teaching and leadership, including seeking critical feedback to improve	✓	
A willingness to engage positively with supportive critical feedback	✓	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure	✓	
Ability to communicate effectively (both orally and in writing) to a variety of audiences	✓	
A good-humoured approach to all aspects of teaching, management and leadership	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
To undertake, within reason, other various responsibilities as directed by the Headteacher	✓	
This post is subject to an enhanced Disclosure & Barring Service check	✓	