



Courage, Commitment, Compassion

JOB DESCRIPTION: Head of Faculty

JOB TITLE: Head of Faculty for Science & Technology
GRADE: TLR 2.3
RESPONSIBLE TO: Deputy Headteacher
RESPONSIBLE FOR: Leadership & Management of Science & Technology

JOB PURPOSE:

- To provide effective strategic leadership and effective management of the Science and Technology Faculty.
- To secure within the Faculty a commitment to whole school improvement – leading initiatives within the faculty and supporting and promoting whole school priorities designed to improve the Quality of Education across the school and the personal development of all of our students.
- To provide effective line management of the Science and Technology staff, including the Second in Faculty.
- To continually review and develop the Science and Technology curricula to ensure they reflect our core values and support students of all abilities to achieve their potential.
- To work with the Deputy Headteacher, SLT and staff within the faculty to maintain effective monitoring and evaluation of teaching and learning.
- To work with SLT, teachers and support staff within the faculty to maintain high standards of student behaviour and conduct within the faculty and across the school.

KEY RESPONSIBILITIES:

1. To maintain a thorough and up to date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.
2. To lead quality assurance of teaching and learning within your faculty using a variety of learning walks, book looks, student voice and the faculty review to inform decisions around support for members of staff.
3. To plan lessons and sequences of lessons to meet the individual learning needs of all students.
4. To have responsibility for the faculty budget.
5. To have overall responsibility for health and safety procedures and policies across the faculty area.
6. To ensure that Literacy and Numeracy are promoted across the school in line with agreed policies.
7. To ensure that you safeguard and promote the welfare of students and staff in the school.
8. To set well-grounded consistent expectations for students in your teaching groups using data related to prior attainment, and other information that informs how they can best learn.
9. To assess, monitor and record the progress of students in your faculty and give them clear and constructive feedback.
10. To take responsibility for your team's and your own professional development, working to improve your teaching and your students' learning.
11. To effectively line manage colleagues you are responsible for, including leading the performance management process.
12. Report to Deputy Headteacher – SLT link in accordance with school procedures.