

# Role Profile: Senior School Head of Faculty

## Akeley Wood School

### Purpose

The Head of Faculty is responsible for the leadership, development and management of the subjects within the faculty, ensuring that each student is positively encouraged to develop their potential to the full. The Head of Faculty is also responsible for leading, developing and enhancing the teaching practice of staff in the department.

These professional duties are to be carried out as circumstances may require, under the reasonable direction of the Head of School and Assistant Head – Academic

### Key to whom the post holder reports

The post holder is responsible to the:

- Head of School in all matters
- The Academic Assistant Head
- The Governing Body

The post holder is expected to interact on a professional level in order to promote a mutual understanding of the curriculum and its impact on the school policy and practice, with the aim of improving teaching and learning within the faculty and across the school.

The post holder will also be expected to network and liaise across the family of Cognita schools and wider, to ensure a consistency of approach.

### The persons line managed by the post holder

The post holder is responsible for:

- all members of teaching and support staff within the faculty
- the students within the faculty

### Duties and responsibilities specific to the post

#### Strategic Direction:

- **Support** the aims, ethos, vision and policies of the school.
- Develop positive working relationships and sustaining motivation across the school.
- Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement, and which are consistent with national and school strategies and policies.
- Monitor the progress made in achieving subject plans and targets and evaluate the impact on teaching and learning
- Establish priorities for development and contribute to whole-school development planning.
- Organising Key Stage 3, **GCSEs**, A level and other examination entries, with the Examination Officer where relevant; devising appropriate entrance examination papers and mark schemes for prospective students and marking, as necessary.
- Plan for behaviour for learning and behaviour management within faculty. Leading and supporting the relationship policy within the faculty.

### **Teaching and Learning:**

- Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.
- Take a lead role in supporting the monitoring and evaluation of teaching and learning across the faculty and the school and contributing to the completion of the SEF and the development of improvement plans (SDP).
- Ensure that there is a full provision within the faculty subjects for Exceptional Potential students.
- Develop and implement systems for recording individual pupils' progress and collect and interpret specialist assessment data.
- Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning.
- Evaluate the quality of teaching and standards of achievement, setting targets for quality-controlled improvement.
- In conjunction with colleagues, develop consistency and progression in the 11-19 programmes.
- Developing positive relationships in the faculty and ensuring the impact of positive relationships in line with the relationships policy in the classroom.

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

- Make effective use of staff expertise and assist the Head/Assistant Head in the performance management and professional development of staff
- Assist in recruiting and the selection staff where appropriate.
- Develop coaching and mentoring systems to ensure the support and development of all staff working within the faculty.
- Plan, delegate and evaluate work carried out by teams and individuals and ensure a consistent approach across the school.
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.
- Supporting and contributing to the extra-curricular and enrichment programmes of the school; participating in and running House Events, clubs/activities as well as trips/visits; encouraging and developing departmental involvement.
- Monitor and control the use of these resources.
- Ensure a working environment which pays due regard to health and safety requirements
- Assist the Head in formulating and presenting reports to the Governing Body.

### **Accountability**

- Provide an annual analysis of faculty results for the Senior Leadership.
- Provide a written annual faculty development plan.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Qualified Teacher Status</li> <li>▪ Evidence of recent CPD impacting on quality of teaching and children's outcomes</li> <li>▪ Excellent communicator and presenter.</li> <li>▪ Emotionally intelligent</li> <li>▪ Ability to relate to teachers, other professionals, parents and students</li> <li>▪ Able to reflect and improve on own classroom practice through CPD</li> <li>▪ Evidence of outstanding classroom practice, resulting in successful learning outcomes within the class and phase</li> <li>▪ Able to model outstanding teaching to colleagues.</li> <li>▪ Able to build team capacity and effectiveness within the phase.</li> <li>▪ Effective communication with all stakeholders, including parents/carers, colleagues and SLT</li> <li>▪ Good organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute to school improvement planning, school self-evaluation and the development of school policies.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting and mentoring colleagues</li> <li>• Successful teaching experience within the faculty</li> <li>• Detailed knowledge and understanding of the curriculum taught within the faculty.</li> <li>• Experience of monitoring and evaluating the quality of teaching and learning, resulting in positive outcomes for colleagues and children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of successful leadership of CPD for teachers and teaching assistants</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to lead, motivate and inspire staff and children, setting high expectations.</li> <li>• A team player, establishing credibility with all staff and positive relationships with all stakeholders including parents/carers and governors</li> <li>• Dynamic, innovative and forward-thinking approach to school improvement</li> <li>• Able to uphold and model the three school values: Respect, Resilience, Charity &amp; Kindness</li> </ul>	

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Key Stakeholders:

### Internal

- Assistant Head – Academic
- Senior School SLT
- Heads of Subject
- Heads of Phase
- Other school and SSC colleagues

### External

- Pupils
- Parents
- Other outside agencies