

# Job Description



Job title	<b>Director of Faculty</b>	Contract	<b>Permanent</b>
Faculty	<b>Science</b>	Reports to	<b>SLT</b>

## Our Mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your Role

The Director of Faculty is responsible for:

- the professional leadership of the Faculty;
- the planned and strategic development of the Faculty in accordance with the objectives of the academy improvement plan;
- the quality of provision, the quality of teaching and learning and pupil outcomes at KS3 and GCSE level.

## Person Specification

Ability to lead and manage a Faculty effectively.	Essential
Qualified Teacher Status (QTS) in the subject area.	Essential
Experience of teaching across both Key Stages.	Essential
To demonstrate the skills of an outstanding teacher.	Essential
The ability to interest, encourage and engage students.	Essential
Provide appropriate levels of challenge so that students can learn effectively and acquire new skills and knowledge.	Essential
Use methods and resources that enable all students to learn effectively and acquire new skills and knowledge.	Essential
Use assessment information effectively to plan next steps in students learning.	Essential
Secure high standards of behaviour.	Essential

Enable students to develop their skills to work independently and collaboratively.	Essential
Create and maintain a well-organised, stimulating learning environment.	Essential
A commitment to raising achievement.	Essential
The ability to work as part of a team in planning and implementing the curriculum.	Essential
The ability to work within the framework of national and whole school policies to ensure consistency of practice.	Essential
The ability to relate to and communicate effectively with parents/carers and to encourage their active participation in the educational process.	Essential
A commitment to further your own professional development and to the principle of continuous improvement.	Essential
A proven track record of recent and successful class teaching in an 11-16 school.	Essential
Good understanding of current theory and pedagogy in teaching and learning.	Essential
Secure knowledge of the National Curriculum.	Essential
Secure subject knowledge for identified subject.	Essential
Understanding of effective strategies for maintaining high standards of discipline within the classroom.	Essential
An understanding of equality of opportunity issues and how they can be addressed in schools.	Essential
An understanding of, and a commitment to, safeguarding students.	Essential
The ability to provide appropriate intervention to students.	Essential

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Is aware of and understands the ELAT Vision, Mission and Values.</li> <li>■ Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the school.</li> <li>■ To fulfil all of the responsibilities and duties required by the Academy's policies on Teaching and Learning.</li> <li>■ To ensure that the strategic objectives of the Academy are reflected in the work and development of the Faculty and in the practice of the teaching staff.</li> <li>■ To contribute as a middle leader to the maintenance of the Academy's ethos and standards.</li> </ul>
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<p>Planning</p>	<ul style="list-style-type: none"> <li>■ To make sure that consistent, inclusive and differentiated long term, medium planning, short term and individual pupil planning is carried out and implemented by teachers in the Faculty.</li> <li>■ To have overall responsibility for target setting, the analysis of targets and their review, with the Faculty.</li> <li>■ To have overall responsibility for all aspects of assessment in the Faculty and for leading the analysis of data and the improvement of the effectiveness of assessment for supporting pupil achievement.</li> <li>■ To lead curriculum development in the Faculty.</li> <li>■ To oversee and co-ordinate administrative work within the Faculty, distributing, collecting and collating information when necessary.</li> </ul>
<p>Delivery</p>	<ul style="list-style-type: none"> <li>■ To draft, monitor, review and report those aspects of the Improvement Plan that apply to the Faculty.</li> <li>■ To monitor the quality of provision and the quality of teaching and learning, including through direct observation, learning walks, book checks etc using the agreed procedures and practices of the Academy.</li> <li>■ To be responsible for the quality of pupil behaviour and discipline in accordance with Academy policy and procedure.</li> <li>■ To assist and support the Head Teacher and/or SLT with staff recruitment.</li> <li>■ To monitor the work of Key Stage Leaders/Team Leaders.</li> <li>■ To ensure that the Faculty has established policies in accordance with Academy policy, that these policies are implemented and that they are reviewed periodically.</li> <li>■ To foster constructive curricular links between subject areas within the Faculty and with other faculties.</li> <li>■ To assist Faculty staff with the preparation of Faculty development plans and to check plans prior to them being passed to curriculum managers.</li> <li>■ To support other subject leaders and staff within the Faculty in seeking the best possible provision for their areas.</li> <li>■ To develop a system of pupil achievement/rewards/celebrations within the Faculty.</li> <li>■ To take responsibility for pupils' discipline within the Faculty, supporting in cases of serious indiscipline and dealing, in particular, with work-related issues such as homework and a poor attitude to learning.</li> <li>■ To lead occasional assemblies in accordance with the assembly rota.</li> <li>■ To attend and contribute to relevant meetings.</li> <li>■ To ensure that students have access to a wide range of extra-curricular opportunities and activities such as trips, clubs etc.</li> </ul>
<p>People Management / Organisational Development</p>	<ul style="list-style-type: none"> <li>■ To be responsible for the management and supervision of the teachers working in the Faculty, including their performance management and continuing professional development.</li> <li>■ To monitor and manage the Faculty budget in accordance with the financial procedures of the Academy.</li> </ul>

	<ul style="list-style-type: none"> <li>■ To meet with staff within the Faculty, one-to-one and as a group, on a regular basis; to hold meetings with all staff within the Faculty as appropriate; and to ensure the preparation of agendas and minutes of such meetings for Faculty members and senior staff.</li> <li>■ To co-ordinate the training, career development and welfare of staff within the Faculty, liaising with the Senior Leadership Team as necessary.</li> <li>■ To assist in the training and development of others within the Faculty.</li> <li>■ To work closely with, and assist, the Academy's SLT.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>■ To contribute to staff appraisal in accordance with the Academy's policy.</li> <li>■ To oversee the induction and support of new staff and trainees within the Faculty.</li> <li>■ To work with relevant Governors' Committees as required and to liaise with Link Governor as appropriate.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>■ Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.</li> </ul>

Key Stakeholders	Pupils, staff, Academy SLT, Trust SLT, Trust Board, LGC Members, parents/carers, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness