

Job Description

Post Title: Head of Faculty for MFL

Reporting to: Senior Link

Salary/Grade: TLR1 / Leadership Scale

CORE PURPOSE:

To ensure, direct and monitor the highest standards of learning and teaching, student attainment and progression in the Faculty.

Responsibilities for all teachers:

- Meet the relevant Teachers' Standards
- Promote the values and aims of the School
- Follow all relevant school policies
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect.

Under the direction of the Senior Link, the Head of Faculty will:

- Be accountable for student progress and development within the faculty.
- Raise standards of student attainment and achievement within the faculty.
- Monitor and evaluate the quality of provision within the faculty area, to include curriculum, quality of teaching and student outcomes.
- Develop and enhance the teaching practice of others and when appropriate challenge under-performance.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the school and school policies.
- Be accountable for leading, managing and developing the faculty area.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the faculty.
- Be responsible for the learning environment within the faculty area.
- Be responsible for the line management and performance management of the subject leaders within the faculty.
- Participate in the recruitment and development of teaching and non-teaching staff of the faculty.
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- Contribute to good leadership and management practice, by ensuring positive staff participation, effective communication and procedures.
- Participate in arrangements for the appraisal of the performance of teaching staff.

- Provide professional advice and support and the identification of training needs.
- Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods.
- Manage the resources of the department within the limits of the delegated budget and in accordance with the school's financial procedures.
- Measure and accurately assess the impact of intervention strategies to improve individual teacher performance.
- Responsible for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.

Many specific responsibilities will require collaborative working with other members of the leadership team which the post holder will develop proactively.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

The James Hornsby School is an equal opportunity employer and is committed to the safeguarding and promoting of the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.