

Dorchester Middle School

Job Description: Faculty Lead

Post Title: Faculty Lead

Grade: MPR/UPR & TLR

Responsible to: Head Teacher / Deputy Head teacher or Assistant Head teacher

The holder of this post is expected to carry out the professional duties and responsibilities described below, as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher. The Faculty Leader is integral to the promotion of the school's mission and ethos.

General

- To carry out the duties detailed in the job description of a teacher and as set out in the Teaching Standards.
- To carry out the duties of a Form Tutor.
- To be accountable for raising standards of student attainment, achievement and progress within the whole Faculty.
- To monitor and support student progress.
- To develop and enhance the teaching practice of the Faculty team.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school.
- To be accountable for leading, managing and developing Faculty staff.
- To effectively manage and deploy teaching/support staff, financial and physical resources to support the designated faculty.

Operational/Strategic Planning

- To lead on rigorous self-evaluation and review of subject area performance, recording outcomes with evidence in a focused, precise and evaluative manner.
- To formulate, in conjunction with the subject team, an annual subject improvement plan, which supports the school's improvement and development plan.
- To lead on the development of appropriate resources, schemes of work, marking, assessment policies and teaching and learning strategies, that are innovative.
- To motivate students to learn and staff to raise achievement across the subject.
- To ensure that health and safety policies and practices, including risk assessments (as appropriate), throughout the subject area are in-line with national requirements and are updated where necessary.

Curriculum Provision

- To ensure the delivery of an appropriate, comprehensive, high quality, well sequenced and cost-effective curriculum that has high subject expectations of achievement for all students.
- To be accountable for the development and delivery of all subjects within the Faculty.
- To lead the development of the subject and its delivery, reviewing it regularly in the light of school and national policies, as well as the impact on achievement.
- To foster the development and organisation of out-of-classroom activities and outings, ensuring that they support the curriculum and pupils' learning.
- To be responsible for the implementation and preparation of examinations, ensuring coverage and providing the data manager with accurate and appropriate information when requested.
- To work with other leaders in order to embed cross-curricular Literacy, Numeracy and ICT across the curriculum.
- To work with DASP colleagues of curriculum development.

Staff Development: Recruitment/Deployment of Staff

- To be responsible for the day-to-day management of staff within the Faculty and act as a positive role model, setting an excellent example in punctuality, energy and effectiveness as a teacher.
- To promote teamwork, consulting colleagues in decision making and to motivate staff to ensure effective working relations.
- To be responsible for the efficient and effective deployment of any technicians and support staff within the Faculty.
- To line manage the Faculty Assistant and other members of staff with a responsibility for development within the Faculty.
- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Reviews and to act as appraiser for a group of staff within the designated Faculty.
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Manager to secure appropriate cover within the Faculty.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To take responsibility for the development of NQTs within the Faculty.

Quality Assurance

- To ensure that challenging targets for achievement are set, communicated to staff and students and that all colleagues work positively towards reaching them.
- To work with the Faculty team to monitor and evaluate the work of the subject area, in line with agreed school procedures, including a focus on how well students are learning.
- To be accountable for ensuring rigorous and effective systems of self-evaluation and review are carried out in line with the school's policy. To ensure too that information collected through the process is used to make changes that will impact positively on student achievement.

Management of Information

- To ensure the maintenance of accurate and up-to-date information concerning the Faculty on the central management information system (Assessment Manager).
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Faculty.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Data Manager, to manage the Faculty's collection of data.
- To provide the Governing Body with relevant information relating to the performance and development of the Faculty.
- To attend Governing body meetings when invited.
- To ensure that data is used in compliance with GDPR policy.

Communications

- To work collaboratively, listening to and taking into consideration the views of your team.
- To ensure that team members are informed in a timely manner of new policies, and information that is relevant to them.
- To ensure all members of staff are familiar with the aims, objectives and policies of the school and the subject area.
- Ensure effective communication/consultation as appropriate with the parents/carers of students.
- To attend meetings as appropriate.
- To arrange details for internal and external examinations, ensuring clear communication to parents and students.

- To communicate curriculum provision to parents via the school's website.
- To use school's social media to promote the Faculty's achievements and extra-curricular activities.
- To lead the development of effective subject links with partner schools and the community, attending, when necessary, liaison events in partner schools and the effective promotion of curriculum subjects at Open Days/Evenings and other events.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure that learning environments in the department supports learning.
- To work with the Senior Leadership team in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.
- To evaluate and select appropriate learning materials, give guidance on their effective use and ensure access to differentiated resources.

Guidance System

- To monitor and support the overall progress and development of students within the Faculty.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the Behaviour for Learning Policy is implemented in the Faculty so that effective learning can take place.