



# Calday Grange Grammar School

## Job Description

<b>Head of Faculty</b>	
Salary Range:	TLR 1 Level 3 (£13,550)
Accountable to:	Senior Leaders
Responsible for:	Curriculum Leaders, (and where applicable Assistant Curriculum Leaders) Teachers and Support Staff
<b>Job Purpose:</b>	
To lead the Faculty and coordinate with other Faculty Heads and Senior Leadership Team (SLT)	
<b>Principal Duties and Responsibilities</b>	
<p><b>Leadership and Strategic direction</b></p> <ul style="list-style-type: none"> <li>Set and maintain overall strategic direction advising on/responding to the Governing Body, Senior Leadership Team on national curricular changes</li> <li>Work with SLT on addressing areas which require improvement</li> <li>Create a positive working culture, where there is a drive for continuous improvement</li> <li>Support the implementation of the school Improvement Plan, specifically where it relates to the Faculty and to take responsibility for appropriately delegated aspects of it</li> <li>Oversee provision and monitor maintenance of effective structures to support learning (resource support, formative feedback/ summative assessment/ curricular intervention)</li> <li>Support the Senior Leadership Team in developing links with parents of students in the school</li> <li>To ensure that the Faculty is prepared for inspection by external bodies</li> <li>To ensure that there are clear statements of curriculum intent across the Faculty, that the curriculum is implemented effectively and the impact is reviewed in line with school policies</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>Support the Senior Leadership Team in determining, organising, monitoring, evaluating and implementing the curriculum</li> <li>Support the Senior Leadership Team in establishing a stimulating and challenging learning environment that secures effective learning and encourages high standards of achievement, behaviour and discipline</li> <li>Take responsibility for the development and monitoring of the curriculum provision throughout the Faculty, liaising appropriately across various subjects of learning, support teams and class teachers</li> <li>Support the Senior Leadership Team in the monitoring of the quality of teaching and student achievements within the Faculty, including the analysis of performance data</li> </ul> <p><b>Leading and Managing Staff</b></p> <ul style="list-style-type: none"> <li>Proactively lead and support the performance management process to develop the personal and professional effectiveness of staff within the Faculty</li> <li>Support the Senior Leadership Team in developing positive working relationships with and between all students and staff within the school</li> <li>Actively lead groups of staff in development activities and evaluate outcomes</li> <li>Provide support to early careers teachers, supply teachers, teaching and support staff as part of an induction process</li> </ul>	

- Ensure that the Senior Leadership Team and Governors are well informed about policies, development plan progress and any future development needs

#### **Effective Deployment of Resources**

- Support the Headteacher/Deputy Headteacher in the efficient and effective deployment of staff within the Faculty
- Ensure the effective deployment of other resources within the Faculty
- Support all staff within the Faculty to have responsibility for their own work life balance
- Work with the Chief Finance Officer in establishing priorities for expenditure and in monitoring the effectiveness of spending and usage of resources across the Faculty
- Ensure all Faculty resources are obtained in accordance with approved financial procedures

#### **Other**

Engage with appropriate training and development opportunities to promote professional effectiveness in this role

### **Person Specification**

#### **As a professional, the Faculty Leader will:**

- Have a clear view of what constitutes effective leadership at Calday and demonstrate practice that is consistent with the aims and ethos of the school
- Evidence a capacity to manage change in an appropriate, professional manner
- Evidence high levels of teamwork with staff
- Evidence high levels of teamwork with SLT colleagues and Governors
- Have a clear view of what constitutes effective learning and teaching in-line with current thinking
- Be an excellent practitioner (consistent evidence of high graded lessons)
- Be a role model for staff and students
- Be able to show evidence of continuing professional development
- Have significant relevant experience, success and interest in:
  - Raising student achievement
  - Implementing strategies and systems to support student progress
  - Using data to bring about improvement
  - Leading, managing and motivating teams
  - Working with parents and external agencies
  - Deployment of staff
  - Provide challenging support and accountability to ensure high standards

#### **Personal Attributes:**

- Highly motivated
- Clear thinking
- Principled
- Committed to equality of opportunity
- Able to manage time effectively
- Hard working, flexible and willing to learn
- A strong 'presence' around the school
- An excellent communicator
- Inspirational and supportive
- Able to provide challenge
- Happy, confident and effective when working with students and staff
- Able to work within a team
- Able to demonstrate a commitment to school policies
- Excellent in terms of attendance and punctuality
- In possession of a sense of humour and equable temperament

### **Disclosure**

The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding

The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service (DBS) and any other statutorily required clearance

### **Other**

- This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade