



The Schelwood Trust

Herschel Grammar/Beechwood School
Job Description – Role Head of Faculty/Head of Geography

Responsible to: SLT

Main purpose of the job

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the faculty.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio.

Key Responsibilities

MAIN (CORE) DUTIES

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- The day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the planning function of the faculty, and to ensure that the planned activities of the faculty reflect the needs of students within the subject area, the SIP and the aims and objectives of the School.
- In conjunction with the Online Learning Co-Ordinator, foster and oversee the application of online learning in the faculty.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
- To ensure the school's behaviour management system is implemented in the faculty so effective learning can take place.
- To deputise for members of the SLT when necessary. To assist SLT in the day-to-day running of the school.
- To ensure that the school's policies and procedures are operated and adhered to on a regular and consistent basis.
- To be accountable to the Headteacher for the examination results in the faculty.

Curriculum Provision

- To liaise with the Deputy Headteacher (Curriculum) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of your subject area.
- To ensure that careers education, citizenship and enterprise is fully integrated in the curriculum.
- To organise a comprehensive range of extra curricular activities within the faculty to include onsite activities as well as trips and visits.

Curriculum Development

- To lead curriculum development for the whole faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Headteacher (Curriculum) to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the faculty.

Staffing

- To work with the Deputy Headteacher (CPD) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Faculty's technicians/support staff.
- To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated faculty.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Manager/relevant staff 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 promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the faculty and to work towards their achievement.
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the faculty.
- To monitor and evaluate the curriculum area/faculty in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
- 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 relevant Deputy, to manage the Faculty's collection of data.
- To provide the Governing Body with relevant information relating to the Faculty's performance and development.

Communications

- To ensure that all members of the faculty are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Faculty's views and interests.

Marketing and Liaison

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

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 work with the Deputy Headteacher (Curriculum) in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To promote the personal and academic well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the academic progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To know the pupils in your tutor group well in order to provide the appropriate support.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To apply the Behaviour management systems so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

OTHER SPECIFIC DUTIES

To continue personal development as agreed.

To engage actively in the performance review process.

To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of <Herschel Grammar/Beechwood School> or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working together to safeguarding children (July 2018)" and Keeping Children Safe in Education (September 2021)" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.