**Carr Hill High School & Sixth Form Centre**

**Assistant Faculty Leader in English, Maths and Science**

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| **Grade**  **Directly Responsible to**  **Working time** | MPS/UPS + TLR 2.3  Faculty Leader  Full time with teaching commitment appropriate to role (37 teaching periods) |
| **Specific Purpose/Tasks** | * To support the Faculty Leader in the furthering the vision and strategic direction of the Faculty * To support the Faculty Leader in ensuring that all students make good progress * To support the Faculty leader in ensuring that standards of teaching and learning enable all students to maximise their potential * To support the Faculty Leader in the monitoring and evaluation of the quality of learning and teaching within the department, ensuring information is accurate, moderated and timely; by undertaking specific monitoring and evaluation tasks agreed with the Faculty Leader over the year * By undertaking specific responsibilities as agreed with the Faculty Leader, supporting their leadership and management of the department eg the development of teaching and learning, implementing and reviewing the impact of tracking and intervention, the leadership of a particular key stage * To work collaboratively with all department teachers to identify, implement and share best practice in teaching, learning and assessment * To be direct line manager and appraiser for a number of staff within the Faculty * To deputise for the Faculty Leader as required |
| **Operational/ Strategic Planning** | * To assist and support the Faculty Leader: * In the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Cluster, * In accountability procedures such as the Faculty Improvement Plan, SEF and RSL meetings * By assisting the Faculty Leader with day-to-day management, control and operation of course provision within the Faculty, by implementing school policies and procedures, e.g. Health and Safety, Behaviour 4 Learning, Rewards, Professional Development, * To delegate tasks appropriately to other members within the Faculty. |
| **Communications** | To assist and support the Faculty Leader:   * In a regular cycle of Faculty meetings with a primary focus on learning and teaching, ensuring that learning and teaching is always an item on the agenda * By liaising with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies, as agreed with the Faculty Leader * By liaising with other staff, parents, students, and governors in a professional and positive manner * By attending Open Days/Options Evenings and other events where required |
| **Staffing/ Staff Development/ Recruitment Deployment of Staff** | To assist and support the Faculty Leader   * By undertaking Appraisal of designated teaching and support staff in accordance with whole-school procedures and Standards * By coaching and mentoring subject teachers and support staff where appropriate * In the absence of the Faculty Leader to make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the Cover Supervisor/relevant staff where required * By participating in the interview process for teaching and non teaching posts where appropriate and when required and to ensure effective induction of new staff in line with school procedures. * By promoting teamwork and motivating staff to ensure effective working relations, including the maintenance and development of a positive working ethos, and by acting as a positive role model to other staff |
| **Quality Assurance** | To assist and support the Faculty Leader:   * By leading on aspects of the effective operation of quality control systems, e.g. QA, work sampling, lesson observation, Learning Walks, student voice. |
| **Pastoral System/Inclusion** | To assist and support the Faculty Leader:   * By ensuring the Behaviour 4 Learning Policy is implemented in the Faculty so that effective learning can take place, e.g. ensuring that the Time Out procedures are correctly and consistently used and Merits/Demerits are consistently and regularly awarded by all staff for all year groups. * To act as a Mentor and to carry out the duties associated with that role as outlined in the generic job description. |
| **Teaching** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, to the relevant Standards. |
| **Other Specific Duties** | * To engage actively in the Appraisal process. * To undertake any other duty as specified by STPRB not mentioned in the above * To play a full part in the life of the school community and to support its distinctive ethos and to encourage other staff and pupils to be fully engaged * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Colleagues will be expected to comply with any reasonable request from the Headteacher or his representative to undertake work of a similar level that is not specified in this job description |

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| **Signatures** | 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school’s changing needs.  **Signed** ……………….….. (Teacher) **Signed** ………………. (Headteacher    **Dated** ………………..….. (Teacher) **Dated** …………….…. (Headteacher) |