

# Assistant Head of Faculty

Salary - TLR 2

## Job Description

### Purpose of the Post

To support the Head of Faculty in all aspects of curriculum, teaching and learning and management of the faculty. To ensure that the department is a high functioning department within the school and supporting the Head of Faculty in ensuring the students make good progress. Specific responsibilities will be at the direction of the HOF but are also outlined below. You will also be expected to teach, lead and manage different courses in the faculty including; 'Core' subjects at KS3 and exam courses at KS4/5

The purpose of this role is to:

- Help Support, guide, organise and motivate team
  - Help Evaluate the effectiveness and progress towards targets for students and staff
  - Lead sustainable improvements and raise standards through Faculty Leader partnerships
  - Plan for progression and raise expectations by creating and developing a climate of learning
  - Secure performance consistency across own leadership area and develop personal, team and student learning
  - Help Lead and manage staff and resources effectively
  - Promote and be committed to securing high expectations for learning and raising achievement in a multi-ethnic school, including tracking and monitoring of student progress
- Within Parkside and Faculty policies:
- Effectively teach the National Curriculum
  - Set appropriate homework
  - Mark work, assess, record and report student progress
  - Create a stimulating learning environment, guiding and supporting others to do the same
  - Take a leading role in Faculty and whole school enrichment programmes
  - Follow and uphold all guidelines on health and safety and security
  - Promote a positive behaviour ethos
  - Support the rewards, positive behaviour policy and inclusion agenda within the Faculty.
  - Assist with the effective leadership of Faculty and pastoral teams, individually and with others by:
  - Leading on new developments in schemes of work, resources, teaching and learning strategies
  - Making a leading contribution to team review, monitoring and evaluation and the development of working practices
  - Taking a lead role in working groups and projects
  - Leading in other professional development activities
  - Providing regular feedback and updates to senior leadership team
  - Be Able and willing to teach in other subject areas as required.

### Main duties and responsibilities

#### Leadership and Management

To demonstrate by example and provide a high standard of professional support and guidance to staff in relation to:

- Strategic Direction and Development
- Support the raising of attainment through high expectations for staff and students across all key stages
- Help identify priorities for development of Faculty attainment and help ensure plans are developed, implemented, have impact and are reviewed.
- Promote the positive behaviour ethos across the faculty through high expectations for staff and students

- Ensure that whole-school policies are incorporated into relevant documentation, implemented and reviewed.
- Liaise with other Faculties and Pastoral staff when required
- Support the Quality Assurance processes and procedures across the team, and be responsible for driving improvements that ensue from findings.

### **Staffing**

- Carry out class teaching duties as agreed.
- Engage in professional dialogue with specific colleagues which emphasises improvements in teaching and learning and areas for development, resulting in a positive impact on pupil learning.
- Contribute to curriculum development as required.
- Contribute to the induction of support staff, teachers and trainees as required.
- Contribute to the positive and effective management of behaviour as appropriate.
- Contribute to the development and delivery of whole school initiatives as required.
- Use data and other information to evaluate learners' achievement, identifying priorities for development as a result.
- Promote the use of Assessment for Learning techniques.
- Promote effective teaching and learning practice by modelling, CPD, team teaching, sharing resources and reading materials.
- Use coaching and mentoring strategies to help colleagues develop in a supportive and positive environment.
- Keep fully up to date with current practice by reading widely and personal CPD.
- Maintain a high quality of teaching practice at all times so that it is continually recognised as offering a model of Excellent Practice.
- Promote and model best practice in Positive Regard and support senior leaders in creating and maintaining a climate that is supportive of staff, pupils and parents
- Facilitate continued professional development for yourself and others

### **Pupils**

- Take responsibility for the effective teaching and learning of classes or groups of pupils in the department, ensuring that the pupils have an appropriate curriculum in line with the teaching & learning policy - in line with Teacher Standards
- Take responsibility for the welfare needs of all pupils ensuring a consistent, positive approach
- Promote the good behaviour of all pupils working with colleagues, parents and the community to set the highest possible standards of classroom practice and management in line with the school's vision and values

### **General duties**

- Understand, accept and follows the School's Safeguarding / Child Protection procedures in order to protect the safety of all children and vulnerable adults.
- To report all matters of concern in line with the school procedure.
- To undertake a teaching commitment at a level consistent with the needs of Parkside School and the demands of the post.

### **Trust, Governing body, parents and community**

- Lead in the development and maintenance of effective partnerships with parents
- Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head teacher from time to time, in consultation with the post holder
- The post holder's duties must at all times be carried out in compliance with the Equal Opportunities Policy and other policies designed to protect employees or service users from harassment
- Take reasonable care of the health and safety of self, other persons and resources whilst at work
- Cooperate with management of the service as far as is necessary to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women,

disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging or reporting it

- As part of your wider duties and responsibilities you are required to promote and actively support the school's and the Trust's responsibilities towards safeguarding
- You will be able to use ICT effectively in all aspects of work

**Responsible to:** Head of Faculty

**Employee Supervision:** Teachers

**Person Specification**

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Secondary Teacher Status</li> <li>• A relevant degree (or equivalent)</li> <li>• Evidence of recent and relevant professional development</li> <li>• Successful teaching experience working with pupils from a range of socio-economic backgrounds and with a variety of learning needs</li> <li>• Significant experience of teaching in subject area at KS3 &amp; KS4</li> <li>• Experience of using professional development, coaching and mentoring to develop colleague's practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in subject area at at KS5</li> <li>• Experience of working with pupils with the special educational need of autism</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ability to use clear language to communicate information with unambiguously</li> <li>• Ability to listen effectively</li> <li>• Overcome communication barriers with children and adults</li> <li>• Establishing effective partnerships with parents/carers</li> <li>• Excellent interpersonal and communication skills at all levels</li> <li>• The ability to demonstrate a positive attitude and to develop and maintain positive and supportive relationships with children, staff, parents and professional teams and agencies</li> </ul>	
<b>Working with children</b>	<ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy to ensure a productive and safe learning environment</li> <li>• Ability to understand and support children with developmental difficulty or disability</li> <li>• Ability to plan and teach well-structured lessons based upon accurate assessment.</li> <li>• Understand and support the importance of physical and emotional wellbeing</li> <li>• Emotional resilience in working with challenging behaviours and a full commitment to inclusion on all levels</li> <li>• A passion for ensuring all children and young people achieve to the best of their abilities</li> </ul>	

	<ul style="list-style-type: none"> <li>• The ability to provide a broad, balanced, relevant and creative curriculum that inspires pupils, promotes positive pupil attitudes and good engagement with learning and leads pupils in the pursuit of excellence</li> </ul>	
<b>Working with others</b>	<ul style="list-style-type: none"> <li>• Understand the role of others working in and with the school</li> <li>• Understand and value the role of parents and carers in supporting children and strive to develop strong partnerships for learning</li> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> <li>• Know when, how and with whom to share information</li> <li>• Experience of mentoring and coaching colleagues</li> </ul>	
<b>Skills, Abilities and Knowledge</b>	<ul style="list-style-type: none"> <li>• Exhibit exemplary teaching skills</li> <li>• Ability to build positive relationships with all students</li> <li>• The ability to demonstrate good subject and curriculum knowledge</li> <li>• Excellent organisational and time management skills and an ability to prioritise</li> <li>• A thorough knowledge and understanding of how children learn, develop and progress through life stages and events</li> <li>• How IT can be used effectively to motivate children to learn - and to have a level of IT skills.</li> <li>• How to plan, deliver, monitor and evaluate both curriculum implementation and impact</li> <li>• How to monitor, record and extrapolate relevant information to evaluate pupil progress and development and report to parents, governors and other professionals and agencies</li> <li>• Up to date knowledge of current developments in education</li> </ul>	
<b>General</b>	<ul style="list-style-type: none"> <li>• Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools</li> <li>• Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil</li> <li>• Good understanding of and commitment to child protection procedures</li> <li>• Understand procedures and legislation relating to confidentiality</li> <li>• Be prepared to develop and learn in the role</li> </ul>	

**Behaviours and expectations:**

All staff members are expected to adhere to and promote professional standards including the Trust and school's code of conduct and values.

**General:**

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head teacher and develop and promote high standards of professional conduct in school.

You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

27 September 2023