

JOB DESCRIPTION

Employment Details	
Job Title	Deputy Head of Faculty
Reports to	Principal
Salary Band	MPS - UPS + TLR

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> To help to raise standards of student attainment and achievement within the whole faculty area and to monitor and support student progress. To assist the Head of Faculty to be accountable for student progress and development within the subject. To deputise for the Head of Faculty. To support the development and enhancement of teaching practice throughout the faculty. To support the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, and ensure student provision in subject, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and the Senior Leadership Team. To support the leadership, management and development of the Faculty. To effectively manage and deploy faculty teaching/support staff, financial and physical resources within the faculty and to support the designated faculty portfolio

Responsibilities
<p>Operational/ Strategic Planning</p> <ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject and support the Head of Faculty in this aspect of the faculty's work. To supervise and monitor the subject teachers, and work with the Head of Faculty in supervising and monitoring teachers throughout the faculty. To monitor actively and follow up student progress in the subject, and support the work of the Head of Faculty in monitoring student progress across the faculty. To implement School Policies and Procedures. To work with colleagues and the Head of Faculty to formulate aims, objectives and strategic plans for the subject area and across the Curriculum which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy. To foster and oversee the application of I.C.T. in the faculty, including the development of materials for Open and Independent Learning as well as other emerging technologies. 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 Academy's Health and Safety Manager where applicable. <p>Curriculum Provision</p>

- To liaise with the Head of Faculty to ensure 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 the subject

Curriculum Development

- To assist the Head of Faculty in leading curriculum development in the faculty.
- To keep up to date with national developments in the subject and in learning and teaching. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Head of Faculty to maintain accreditation with the relevant examination and validating bodies.
- To support the Head of Faculty in ensuring that the development of the subjects in the faculty is in line with national developments.

Staffing

- To work with the Head of Faculty to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To support the efficient and effective deployment of the Subject technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for teachers/staff within the faculty.
- To oversee appropriate arrangements for classes when staff are absent (unplanned absence), ensuring appropriate cover work within the relevant subject and liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the subject area.
- To participate in the interview process for teaching posts when required and to ensure the effective induction of new staff in line with Academy 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 faculty and act as a positive role model.

Quality Assurance

- To ensure the effective operation of the subject's reviews and self-evaluation processes ensuring that all requirements for the faculty are met in a timely manner in accordance with the review cycle. To assist the Head of Faculty in any faculty reviews and evaluations.
- To set targets within the faculty and to work towards their achievement.
- To establish common standards of practice within the faculty and support the Head of Faculty in the further development of effective learning and teaching styles in all subject areas within the faculty.
- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the faculty
- To monitor and evaluate the faculty in line with agreed Academy 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 the Faculty's Self Evaluation and Development Plan.
- To undertake constant review of the quality and impact of teaching and professional development.

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.

- To support the Head of Faculty in the management of the subject and Faculty's collection of data.
- To provide the Head of Faculty with relevant information relating to the performance and development of the subject area.

Communications

- To ensure that all members of the faculty are familiar with the aims and objectives of the academy.
- 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 subject area's views and interests.
- To ensure that all aspects of the academy's web site associated with the faculty are up to date and relevant.

Marketing and Liaison

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases and parents' newsletters.
- 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 promote actively 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 subject's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Head of Faculty in order to ensure that the subject area's and faculty's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- To monitor and support the overall progress and development of students within the subject and 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 ensure the school's Positive Behaviour Management system is implemented in the subject and faculty so that effective learning can take place in a calm and orderly environment.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach, students according to their educational needs, including the setting and marking of all classwork, coursework and assessments carried out by students in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.

- To maintain good discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, Curriculum and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Personal Responsibilities

- To play a full part in the life of the school community, to encourage staff and students to follow this example.
- To actively promote school policies and procedures.
- To be responsible for your own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To undertake duties before school, at break, at the end of the lunch period and after school on a rota basis.
- To attend calendared meetings punctually.
- To set cover work during leave of absence.
- To take responsibility to promote and safeguard the welfare of children and young people you have responsibility for, and come into contact with.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status • A high level qualification in the teaching of one of the subjects within the Faculty • Outstanding classroom practitioner 	<ul style="list-style-type: none"> • Recent Middle Leadership CPD (either in-House or through external verifiers eg: National College)
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of teaching across the age and ability range up to and including sixth form • A commitment to distributed leadership, supported by a sound understanding of how to lead high performing teams • Previous experience of and responsibility for leading a team • Experience of using a wide range of self-evaluation strategies to identify strengths and areas for development within the Faculty • Experience of negotiating challenging Appraisal Objectives for staff within the subject discipline • Understanding and use of a wide range of leadership strategies to empower staff in their team • Experience of sharing strategies to improve teaching and learning in classrooms other than their own • Excellent understanding of the components which comprise outstanding teaching and learning • Experience of conducting lesson observations and making Ofsted style judgements on teaching and learning • Experience of giving effective feedback to colleagues about professional performance • The ability to support and foster positive professional relationships and work effectively with teaching and support staff of varying experience • The ability to balance priorities to ensure deadlines are met • The ability to motivate staff and students within the Faculty to achieve their potential • Understanding of and a commitment to the aspects required to build high performing teams • The ability and commitment to work as part of a high performing Faculty Leadership Team to develop strategic initiatives across the Faculty and beyond 	<ul style="list-style-type: none"> • Experience of teaching more than one subject within the Faculty • Experience of strategic planning and implementing cross-curricular initiatives • Understanding how to effectively support a leader in a newly formed team • Experience of engaging in self-evaluation activities outside of their own subject area • Experience of significant involvement in cross-curricular teaching and learning initiatives • Experience of coaching and mentoring colleagues • Experience of engagement in difficult conversations with colleagues about teaching and learning performance •

- Understanding how to use of data to inform improvement and raise student performance
- To know how and when to draw on advice and specialist support especially from other members of the Faculty Leadership Team (FLT)
- An ability and willingness to support the Head of Faculty in challenging and supporting colleagues in their teaching and learning performance
- The ability to make a positive contribution to the wider life and ethos of the school
- A clear passion for improving outcomes for students within the Faculty
- A robust commitment to collaboration of teaching and learning strategies designed to support colleagues in their professional learning
- Enthusiasm, innovation and perseverance in supporting achievement
- An excellent team-player who relates well to students, staff, parents and the wider community
- Flexible and adaptable to meeting the changing needs of the Faculty
- The ability to work under pressure and maintain a good sense of humour

Specialist Knowledge

Essential

Desirable

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.