

GARTH HILL COLLEGE JOB DESCRIPTION - DEPUTY HEAD OF FACULTY

Post Purpose:

- To provide strong and visible leadership across the whole faculty, working closely with the Head of Faculty, deputising in their absence, and playing a key role in the day-to-day leadership and management of the faculty area and subjects.
- To be a highly positive role model ensuring a strong culture and ethos exists in the faculty that aligns with the College's vision and is shared and accepted by all school staff and pupils.
- To lead colleagues in continuous review and development to ensure coherently planned and sequenced curriculum and assessment that is ambitious and demanding so that all pupils, especially disadvantaged and SEND, learn routinely well.
- To lead the development of excellent teaching and learning including highly effective professional development of others and quality assurance and development work.
- Lead to secure excellent pupil/student outcomes across the entire faculty, providing robust and insightful monitoring, review and intervention as appropriate.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the subjects and faculty area to support the designated curriculum portfolio.
- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.

Reporting to: Head of Faculty
Working time: Full-time as specified within STPCD.
Salary/Grade: Teachers' Pay Scale plus TLR 1b

MAIN RESPONSIBILITIES:

- To provide strong and visible leadership across the whole faculty, working closely with the Head of Faculty, deputising in their absence.
- To help to ensure that all members of the faculty are familiar with its aims and objectives and the College's mission, aims and objectives.
- To work with colleagues to formulate development plans and objectives for the faculty which have coherence and relevance to the needs of pupils/students and to the aims and objectives of the College.
- To ensure highly effective deployment and use of all staff in the faculty, promote team work, collaboration and ensure effective working relations.
- Secure a positive culture with consistently high levels of support for development and well-being by:
 - being a role-model and supporting staff with their well-being and responding constructively and pragmatically to concerns raised by staff (for example about behaviour and/or workload)
 - ensuring staff well-being is regularly discussed at school, department and individual level
- To build highly positive relationships with all pupils and parents/carers associated with the faculty and ensure effective communication/consultation as appropriate.
- To set and employ rigorous and exacting standards that will drive the development of the whole faculty to ensure excellent quality of education at every level in every subject: Assist in the setting of challenging and stretching targets across the school as well as leading the process in their own subject area. Model excellent practice in the planning and delivery of your own lessons and demonstrate and share this practice on a regular basis.
- To play a lead role lead continuous review and development of curriculum and assessment in the faculty as well as in the designated subject area ensuring:
 - clearly defined extent and depth of knowledge and understanding that pupils are expected to gain, building effectively on what has been taught before and towards assessment milestones.
 - teachers have a strong understanding & articulacy of high-quality curriculum learning plans, underpinned by strong rationale & pedagogical principles
 - greater consistency of all routines, scripts & expectations (1GH Routines, Seven Habits, Behave Impeccably & Attitude to Learning, RJ attendance).
 - teachers' marking, assessment & feedback are highly effective ensuring all pupils can confidently articulate that they know well their learning journey & understand & how to improve their work.

- rich connections across subject areas in the faculty and whole college to build and integrate knowledge and reinforce pupils' learning.
 - all teaching expertly develops pupils' literacy and oracy and provides great opportunities for pupils to articulate thoughts and ideas in a range of contexts.
 - pupils demonstrate a strong understanding of the learning journey in & across all subjects & can articulate their learning & next steps, leading to better outcomes - Nearly all pupils 'on track', with highly effective support in place to help others get back on track swiftly.
 - pupils, particularly disadvantaged and SEND, gain the knowledge and cultural capital they need to succeed.
 - effective evaluation of implementation & impact of subject curricula through Dept. SEF & Quality of Ed. Reviews. Continuous review of spiral curricula in & between departments
- To plan, monitor, review and evaluate performance of the faculty, taking swift and effective action to address any issues that arise. Including carrying out quality assurance and development (QUAD) work across the faculty and acting as required to constantly develop the quality of teaching and learning provision for the benefit of our young people and our colleagues.
 - To produce and monitor QUAD and monitoring, review and evaluation (MRE) reports in the subject area and faculty.
 - To lead colleagues in facilitating the professional development of all members of the faculty, ensuring that training needs are identified and that appropriate programmes are designed to meet such needs. To engage actively in the performance management review process and act as reviewer.
 - To lead in the highly effective use of analysis and evaluation of performance data in the faculty and use this effectively to self-evaluate, review and plan development to raise standards and the quality of provision.
 - To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures.
 - To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Faculty area.
 - To play a partner role in leading the management of the business planning function of the faculty to ensure that the planning activities of the subject and faculty area reflect the needs of pupils/students and the aims and objectives of the College.
 - To ensure the maintenance of accurate and up-to-date information concerning the pupils/students and subject and faculty area on the management information system.
 - To contribute to the development of effective links and partnership with others in the local, national and global community, including schools, collaborative groups, community groups, Higher Education institutions, industry, Examination Boards, Awarding Bodies and other relevant external bodies.
 - To play a lead in the day-to-day management of the behaviour management system in the faculty so that learning is disruption free.
 - To keep up-to-date with local and national developments in the subject area and teaching practice and methodology and to respond to curriculum development and initiatives at national, regional and local levels.
 - To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the College's Site and Events Manager.

GENERAL DUTIES:

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

- To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.
- To carry out a share of supervisory duties in accordance with published schedules.
- To participate in appropriate meetings with colleagues and parents/carers relative to the above duties.
- To support the College in meeting its legal requirements for worship.
- To implement, monitor and actively promote all College Policies.
- To carry out any reasonable duties as determined by the Principal.

NOTES:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. On allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Time Budget Policy and have regard to the Teachers' Conditions of Employment.

This job description is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

SIGNATURES:

The College 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.

Signed: (Teacher)

Date: