



## JOB SPECIFICATION

<b>Title:</b>	Deputy Faculty Head
<b>Level:</b>	TLR 2c
<b>Accountable to:</b>	Faculty Head
<b>Faculty Area:</b>	Science
<b>Contact Ratio:</b>	39 / 50

### Summary:

To assist the faculty head in the leadership and management of the faculty and to provide the professional leadership required to secure a consistent standard of excellence in teaching and learning.

*This role specification provides a general outline of the key elements of the role of Deputy Faculty Head. It does not aim to present an exhaustive list of tasks. The post holder will be expected to perform according to the provisions set out in the latest STPCD.*

### Teaching & Learning

- Lead the development of teaching and learning across the faculty
- Maintain an up to date understanding of outstanding practice and regularly disseminate this to all faculty members
- Research and develop new and innovative teaching and learning methods including the use of digital applications
- Ensure the quality of planning and faculty schemes of work is such that they contribute to outstanding teaching
- Ensure data is used effectively to enhance teaching, learning and progress
- Monitor and evaluate the quality of teaching and learning alongside the Head of Faculty
- Promote and ensure high standards of behaviour for learning alongside the Head of Faculty
- Model best practice

### Strategic Direction & Development

*In the context of the school's aims and policies:*

- Define a clear direction for the development of outstanding teaching and learning across the faculty
- Provide leadership alongside the Head of Faculty that will develop and implement faculty policies, plans, targets and practices which reflect the college's commitment to the highest achievements for all
- Work with others to share good practice
- Provide support for individual faculty members in meeting their development needs as identified through appraisal and other means
- Model the visions and values of the college

### Leading & Managing Staff

- Alongside the Head of Faculty provide the support and challenge necessary to secure high quality teaching by faculty members
- Establish clear expectations and constructive working relationships amongst staff
- Help staff to achieve constructive working relationships with students and support staff on discipline matters in line with the college behaviour policy
- Ensure effective appraisal for members of the faculty in line with the college policy
- Assist in the induction and training of new faculty staff and trainee teachers
- Model the central importance of CPD on school improvement

### Accountability

*Within the faculty you are accountable for:*

- Building capacity for improving student achievement as a result of effective teaching and learning strategies across the faculty
- Ensuring high quality short, medium and long term planning contributes to outstanding teaching and learning
- Implementing policies and practices in the faculty that reflect the schools commitment to high achievement for all in line with school policies and practices

### Resources

- Identify new resources required to support outstanding teaching and learning and advise the Head of Faculty
- Ensure that existing resources are deployed with the greatest effect to contribute to outstanding teaching and learning
- Alongside the Head of Faculty develop the use of accommodation to create stimulating environments for teaching and learning

### Scope

- Member of the **Teaching and Learning** group
- To deputise for the Faculty Head as required
- To lead a subject within the faculty as appropriate
- In addition, to undertake any other duty that the headteacher may reasonably request.

### Qualities & Characteristics:

*The job holder will want to develop the following competencies in addition to those outlined in the job description for a subject teacher and form tutor:*

- Leadership
- Influence & impact
- Openness and enthusiasm
- Integrity and self-confidence
- Self-motivation
- Organisational awareness
- Concern for quality
- Teamwork & cooperation
- Adaptability & flexibility

### Person Specification:

*In addition to those indicated for the role of subject teacher / form tutor to include:*

- Experience at promoted level with either pastoral or curriculum background
- Proven track record of at least good teaching in the curriculum area
- Accomplished manager of people
- Up-to-date knowledge of curriculum developments in specified area
- Excellent communicator, able to influence at all levels
- Strong organisational skills
- Good ICT skills