



ARTHUR MELLOWS VILLAGE COLLEGE

Helpston Road, Glington, Peterborough PE6 7JX

JOB DESCRIPTION	
Post Title	HEAD OF FACULTY
	Arthur Mellow Village College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Purpose	<p>To create a climate of learning in which expectations are clear</p> <ul style="list-style-type: none">• To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.• To be accountable for student progress and development within the subject area.• To develop and enhance the teaching practice of others.• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.• To be accountable for leading, managing and developing the subject/curriculum area.• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting To	Member of Senior Management Team
Responsible For	Subject Managers, teaching staff and other relevant personnel within the Department.
Liaising With	Head/Deputy, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
Working Time	195 days per year. Full time.
Disclosure Level	Enhanced.

MAIN (CORE) DUTIES	
Operational / Strategic Planning	<ul style="list-style-type: none"> • To actively engage in research with regard to teaching and learning • Chairing regular team meetings • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. • To actively monitor and follow up student progress. • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety COSHH etc. • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. • To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school • To link with the Heads of KS3, KS4, KS5 Science to ensure that the work in the curriculum area fully reflects the schools distinctive ethos and mission. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
Curriculum Provision	<ul style="list-style-type: none"> • To provide educational enhancement (booster classes, trips, visits, web based learning etc) • To liaise with the Senior Management Team to ensure the 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 Science and Health subjects. • To oversee departmental examinations policy and compliance with external examination and internal assessment procedures with particular reference to any statutory requirements.
Curriculum Development	<ul style="list-style-type: none"> • To lead curriculum development for the whole department • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Senior Management Team to maintain accreditation with the relevant examination and validating bodies. • To be responsible for the development of Key Skills in Science and Health subjects. • To ensure that the development of subject materials is in line with national developments.

<p><u>Staffing</u></p> <p>Staff Development</p> <p>Recruitment / Deployment of Staff</p> <p>Support Staff</p>	<ul style="list-style-type: none"> • To work with the designated senior manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the Department's technicians/support staff • To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the schools ITT programme • To liaise with support staff responsible for examination cover, data etc. to ensure deadlines are met and effective use is made of student data. • To be responsible for the day-to-day management of staff within the designated department and act as a positive role model. • To advise Senior Management where appropriate with regards to capability. • To delegate roles and responsibility to staff within the subject area and monitor progress. • To support and guide staff within the department appropriately • To advise on performance • To line manage a significant number of staff
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • To ensure effective operation of quality control systems. • To establish the process of the setting of targets within the department and to work towards their achievement • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the School procedures for lesson observation • To implement School quality procedures and to ensure adherence to those within the department. • To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan. • To have oversight of student profiles and reports.
<p>Management Information</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department 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 department. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the relevant senior manager, to manage the Departments collection of data. • To provide the Governing Body with the relevant information relating to the Departmental performance and development.

Communications	<ul style="list-style-type: none"> • To ensure that all members of the Department are familiar with its aims and objectives • 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 Departments views and interests.
Marketing and Liaison	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases. • 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 actively promote the development of effective subject links with external agencies.
Management of Resources	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with a senior manager in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department. • 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 act as a form tutor and to carry out the duties associated with that role. • To contribute to PSHE, citizenship and enterprise programmes. • To ensure the behaviour management system is implemented in the department so that effective learning can take place.
Teaching	To undertake an appropriate programme of teaching.
Additional Duties	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
<p><u>Other Specific Duties</u></p> <p>You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.</p> <p>To continue personal development as agreed.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>	