

THE CHERWELL SCHOOL

A Centre of Opportunity

Faculty Leader – Humanities

Job Description

Responsible to: SLT Faculty Link (Headteacher)

Responsible for: Key Stage 3 Leader, Key Stage 4 Leader, Key Stage 5 Coordinator, Faculty Teaching Staff and Faculty Teaching Assistants

Working Time: Additional 5ppf Leadership & Management Time
(37/50 teaching periods per fortnight)

TLR: 1 (2) (£9,378)

Job Purpose:

- To raise, and be accountable for, standards of attainment and achievement within the Faculty and to monitor and support student progress
- To develop and enhance the teaching practice of others
- To ensure the provision of a suitable, broad, balanced and differentiated curriculum for students within the Faculty
- To be accountable for leading, managing and developing the whole faculty
- To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty

Principal Responsibilities

Teaching & Learning:

To monitor, evaluate and develop:

- Overall standards of teaching and learning within the Faculty
- Standards of achievement and attainment for all groups of students within the Faculty
- Use of performance data for target setting and progress monitoring
- Provision of educational enrichment activities (inc. trips/visits and extra-curricular activities)

Operational/Strategic Planning & Quality Assurance:

- The day to day management, control and operation of course provision within the Faculty, including effective deployment of staff, money and physical resources, to act as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To establish short, medium and long term plans for the development and resourcing of the Faculty
- To actively monitor and follow-up student progress
- To implement school policies and procedures, including Health and Safety and ensuring risk assessments are in-line with national requirements
- To ensure effective operation of quality assurance systems and to monitor and evaluate the Faculty in line with school procedures
- To produce examination analysis reports, evaluate performance data and take appropriate action on issues arising from the data
- Contribute to the SDIP and coordinating the FDIP with this to reflect the needs of students
- Liaise with the Lead for whole-school ICT to foster and oversee the application of ICT and development of the eLearning within the Faculty

Curriculum Provision and Development:

- To be accountable for the delivery and development of the subjects within the Faculty
- To liaise with the DHT to ensure delivery of an appropriate and cost-effective curriculum programme which complements the SDIP
- To actively monitor, keep up to date with, and respond to curriculum developments and teaching methodology at national, regional and local levels
- To work with the AHT (Learning & Teaching) to actively develop the Literacy across the school
- To work with colleagues to actively develop the Cherwell Skills for Life, cross-curricular links and to support the functional skills of Numeracy and ICT

Staff Development, Recruitment & Wellbeing:

- To promote teamwork and effective communications
- To support, guide, motivate and inspire team members and support staff
- To ensure staff development needs are identified and supported
- To undertake appraisal reviews and to act as an appraiser
- To assist the Headteacher with appointment of Faculty colleagues

Communications:

- To ensure all members of the Faculty are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with students and parents (student and parent 'Voice')
- To liaise with partner schools, higher education, industry, awarding bodies and other relevant external bodies
- To represent the views and interests of the Faculty

Care Guidance and Support:

- To monitor and support the overall progress and development of students within 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 take a leading role in contributing to the delivery of Behaviour for Learning in the school including taking part in the rota for after school detentions
- To ensure the Behaviour for Learning system is implemented in the Faculty so that effective learning can take place
- To undertake an appropriate programme of teaching

General Duties:

- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, specifically for the year 2016/17, or any subsequent legislation.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.