

Job Description for Head of Faculty

Leadership

- Take part in school policy making
- Be proactive and visionary
- Facilitate the effective teaching of subjects within your faculty throughout the school
- Set goals and objectives for your faculty on an annual basis
- Make constructive contributions, where applicable, to the management of the faculty and the school
- Promote the faculty and foster positive relationships between the school and all sectors of the community
- Demonstrate a high level of awareness of educational developments, particularly in the area(s) of responsibility.
- Be sensitive to different cultures and social and economic differences.

Administration

- Prepare and implement schemes of work and keep these under annual review
- Convene regular meetings of all faculty members and keep records of agendas, minutes and decisions
- Assist and advise the principal in allocation of staff to classes
- Regularly update resources to support student learning
- Keep accurate records of all resources
- Prepare and manage an annual department budget
- Coordinate senior assessment and recoding of data in Classroom Manager for the faculty
- Monitor student progress against the National Achievement Objectives at all levels, and ensure appropriate records are kept
- Ensure that assessment is regular, varied and consistent with school policy
- Review all off-site components of courses, involving other stakeholders where appropriate
- Evaluate progress towards goals and objectives regularly, and more formally in annual review
- Ensure appropriate and relevant reporting of student progress is carried out.

Curriculum Development

- Keep up to date with curriculum developments
- Make positive and proactive contribution to curriculum committee meetings
- Keep curriculum statements under constant review
- Prepare, revise and coordinate assessment procedures
- Prepare and revise material for option booklet and prospectus
- Ensure all staff are informed on professional matters relating to the subject area

Staff Development Responsibilities

- Provide constructive support, advice and guidance for teachers in the faculty
- Have systems in place for effective evaluation of lessons, teaching methods and teacher performance
- Complete school appraisal process for staff within the faculty
- Observe and be observed by teachers in the classroom
- Delegate responsibilities to other staff to develop leadership and shared ownership