

<b>Post Title</b>	<b>Faculty Lead</b>
<b>Reporting to</b>	Assistant Principal
<b>Responsibility Level</b>	MPS/UPS with appropriate TLR
<b>Location</b>	Grace Academy, Coventry
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>Analyse data to ensure all students are making good progress</li> <li>To develop and manage the staff in the learning area in line with the Academy's mission and strategic objectives.</li> <li>To ensure that the programmes of study delivered for all categories of learners meet their identified learning needs and the targets set for each student.</li> <li>To lead, manage, monitor, evaluate and work closely with colleagues in the department whose roles include the following key areas: Teaching and Learning, E-learning, Personalised Learning including Gifted &amp; Talented and students with SEN.</li> <li>Develop the quality of teaching in the department to be outstanding.</li> <li>To provide specific subject related advice and guidance to department staff and leaders.</li> <li>To research and develop subject specific curricular and advise on adaptations and changes.</li> <li>Ensure performance management is carried out effectively and efficiently on a regular basis</li> <li>To oversee Schemes of Work and Programmes of Study in specific curriculum areas.</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>To take the lead in the development of outstanding teaching pedagogy in the Academy.</li> <li>To develop the learning area so as to meet the needs of a diverse range of learners in relation to the Academy mission and to ensure inclusiveness and equality of opportunity.</li> <li>To set challenging targets for students achievement, and the diversity of activity for courses within the learning area.</li> <li>To monitor and report progress on achievement of these targets and take appropriate action to ensure that the targets are met.</li> <li>To implement and manage the Academy's quality monitoring systems and lead the production of the Self Assessment and Development Planning Process for the learning area.</li> <li>Encourage the development and use of ICT.</li> <li>To manage the development of flexible methods of curriculum delivery and learning styles to contribute to raising standards within the learning area.</li> <li>To monitor the work of the department and to organise department meetings to discuss the implementation of department policy.</li> <li>To review curricula for the subject reflects national changes</li> <li>To consider and adapt the curricula for each year group.</li> <li>To advise on syllabus, resources and examination boards.</li> <li>To lead development and change within the subject.</li> <li>To take an overview of the quality of provision and plan enhancements.</li> </ul>
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>To advise the Vice Principal on the aims and policies of the department and the resources required to implement these.</li> <li>To co-ordinate the preparation and development of courses of study, teaching materials, teaching programme, methods of teaching and assessment.</li> <li>To contribute to the selection for appointment and professional development of teachers and non-teaching staff including the induction and assessment of new and newly qualified teachers to work in the department.</li> <li>To seek to ensure the effective use of the department's equipment, proper maintenance of the materials and fabric of the department and the observance of relevant health and safety regulations.</li> <li>To maintain efficient and effective control of the department's budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• To teach students within the Academy and to carry out such other associated duties as are reasonably assigned by the Vice Principal.</li> <li>• To maintain discipline in accordance with the rules and disciplinary systems of the Academy.</li> <li>• To promote equal opportunities within the Academy and to seek to ensure the implementation of the Academy's Equal Opportunities Policy.</li> <li>• To ensure that department schemes of work reflect Academy Curriculum policies and meet the requirements of National Curriculum programmes of study as appropriate.</li> <li>• To maintain department recording systems which meet the requirements of the Academy and which will enable effective reporting to parents on National Curriculum levels of attainment.</li> <li>• To monitor the academic progress of all students maintaining high standards of work, discipline and conduct, in accordance with Academy policies.</li> <li>• To monitor and develop department assessment policy, involvement in formative recording of achievement, internal examinations and oversee public examination entries.</li> <li>• To encourage curriculum development, the efficient use of resources and the maintenance of a good learning environment.</li> <li>• To provide effective communication with parents, other educational institutions and external agencies.</li> <li>• To hold regular department meetings and to ensure good communication to and from the department.</li> <li>• To make recommendations for the Academy timetable and advice on the deployment of rooms and staff, ensuring a range of experience for all teachers.</li> <li>• To advise on department appointments and to provide induction.</li> <li>• To monitor, review and evaluate the work of department members and contribute to their professional development.</li> <li>• To give guidance on teaching methods and classroom management and encourage the use of appropriate teaching and learning styles including ICT to ensure differentiation.</li> <li>• To carry out a share of supervisory duties in accordance with published schedules.</li> <li>• To participate in Performance Management arrangements.</li> <li>• The Head of Department is responsible to the Vice Principal for all matters relating to the teaching and organisation of his/her subject throughout the Academy.</li> <li>• To assist the Vice Principal in the preparation of reports relating to the work of the department to be made to the governing body or any other external body.</li> <li>• To make contributions relating to the work of the department to materials published about the Academy.</li> <li>• Maintain awareness and knowledge of contemporary trends, developments, theory and methods in the transformation of teaching and provide suitable leadership and interpretation to Governors, Leaders, Managers and staff within the Academy.</li> <li>• To regularly review the curriculum offer for each year group.</li> <li>• To ensure that schemes of work comply with the National curriculum.</li> <li>• To map and audit the curriculum to cover required areas of study.</li> <li>• To research all possible examination routes and advise the most suitable to maximise student achievement.</li> <li>• To consider Schemes of work and match appropriate resources.</li> <li>• To advise staff on suitable curriculum materials, activities and resources.</li> <li>• To support staff in the delivery and further improvements within the subject.</li> <li>• Maintain awareness and knowledge of contemporary trends, developments, theory and methods in the transformation of teaching and provide suitable leadership and interpretation to Governors, Leaders, Managers and staff within the Academy.</li> <li>• To carry out any other reasonable duties as directed by the Governors or Principal.</li> </ul>
<b>Qualifications and Key Skills</b>	<b>Qualified Teacher Status</b>

