

BARTON PEVERIL COLLEGE

Title:	Head of Faculty of
Line Manager:	Assistant Principal ()
Key Role:	To assure and improve the quality of curriculum delivery and of student guidance and support within the faculty and to make a significant contribution to the strategic development of the college, especially through its transitional phase.
Responsible for:	Student Progress Manager Heads of Department, Curriculum Managers and Curriculum Coordinators

MAIN RESPONSIBILITIES

Leadership and Management

- To support the development of the new structure within the faculty ensuring clarification of roles and responsibilities.
- To lead a team of staff within the faculty and to give direction to their work.
- To promote the highest standards in all aspects of work within the faculty.
- To make a contribution to the development of all college policies, procedures and systems.
- To contribute to the strategic direction of the college.
- To ensure that staff in the faculty understand the College's strategic objectives and are clear about their part in the achievement of these objectives.
- To represent the views of the faculty at meetings with the SLT.
- Leading cross-college/curriculum project groups/teams from time to time.

Resources:

- To manage the organisation of financial and other resource allocations across the faculty.

- To ensure that budget holders spend the departmental allowance allocated to them within the guidelines of the financial regulations of the college.
- To prepare appropriate bids for funding, projects and/or capital equipment for the curriculum area and to assist in planning the acquisition and use of college wide resources.
- To ensure the most effective deployment and development of staff within the faculty including timetabling of courses.
- To advise the Assistant Principal () on staffing needs, write appropriate job descriptions and assist with appointments.
- To manage the arrangements for the induction and support of new members of staff and student teachers within the faculty.
- To manage the staff development review process within the faculty.
- To maximise the quality of the teaching and learning environment.
- Where necessary, to challenge underperformance and support improvement through the application of college procedures.
- To contribute to the college's annual staff development plan ensuring that the needs of the faculty are met.

Curriculum, Quality, Teaching and Learning and Support:

- To lead the faculty in a way to ensure that the highest quality teaching and learning and support is available to students.
- To drive improvement within the faculty.
- To monitor, support and develop the curriculum provision within the faculty.
- To promote a culture of innovation in teaching and learning within the faculty.
- To promote enrichment activities within the faculty.
- To manage staff within the faculty in monitoring, guiding and supporting students. To ensure that students making inadequate progress are targeted and receive support to improve.
- To work with the Student Progress Manager to ensure best practice is adopted across the faculty with respect to the induction of students.
- To manage the UCAS process across the faculty.

- To ensure consistency of practice across the faculty and to provide opportunities for sharing good practice.
- To ensure that all quality assurance mechanisms are understood and supported by staff within the faculty.
- To review on an annual basis the performance of the faculty with respect to achievement (including added value data), retention, success and attendance rates. To set annual targets for these in line with college objectives and to develop, implement and monitor strategies to enable the faculty to achieve these targets.
- To manage the self-assessment process within the faculty including the development, implementation and monitoring of quality improvement plans and report to the SLT.
- To oversee inspection arrangements within the faculty.
- To participate in monitoring of quality within the college through participation in the IQR system.
- To ensure that suitable cover arrangements are in place when staff in the faculty are absent.

Liaison and Marketing:

- To ensure appropriate liaison work with relevant staff in partner schools, post 16 panel groups and HE.
- To keep abreast of current developments in 14-19 education and transition/progression issues within the faculty and to plan and implement activities across the 14-19 age group.
- To disseminate information about achievement and destinations to key stakeholders.
- To be involved in the recruitment of full-time and part-time students.
- To manage the faculty's contribution to the marketing of full and part time provision within the faculty including its contribution to Open Evenings and marketing materials.
- To assist, as required, with meetings for parents of prospective and current students.

- To ensure timely and accurate data returns are completed as requested by the MIS department.

Specific Responsibilities:

Head of Faculty of Business, Languages and Sport

- Responsible for timetabling across College for all timetabling matters including timetabling examinations.

Head of Faculty of Humanities

- To manage the provision and programme for Gifted and Talented students and Oxbridge candidates

General:

- To promote and ensure compliance with all college policies and procedures. In particular, to ensure equality of opportunity and the effective application of healthy and safety procedures for all staff and students within the faculty.
- To lead the faculty's contribution to the achievement of the College's mission and strategic objectives.
- To participate in the College's Performance Management system.
- Any other duties required by the Principal, which are reasonable within the purview of the post.
- This post will have a requirement for the post holder to work an additional five days in holiday periods at the request of the line manager.

Signed

Post holder:

Date:

Line Manager:

Date:

Date of next review (usually every 2 years):

The post is on Management Grade E and includes a weekly teaching commitment, as follows:

Arts	5 hours of teaching per week
Science, Maths & Computing	5 hours of teaching per week
Humanities /G & T	10 hours of teaching per week
Business / timetabling	10 hours of teaching per week

Teaching/Remission hours will be reviewed annually.