
Job Description Windsor High School and Sixth Form



Faculty Director of The Arts and Technology

TLR 1B (195 days per year. Full time)

General Duties

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of subject teacher and Form Tutor as appropriate.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Overall Responsibility

Work with the Headteacher and Leadership Team to secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of student’s achievements, use benchmarks and set targets for improvement.

Specific Duties: Undertaking the following responsibilities:

1. School Leadership

- Contributing to the well-being and development of the school, including the supervision of students, the guidance of teachers and consultation with the Deputy Headteacher (Curriculum) and other senior colleagues.
- Helping to develop, communicate, implement, monitor and evaluate whole school and Faculty policies and reporting back to the Leadership Team.
- To raise standards of student attainment by developing and monitoring whole school and Faculty improvement strategies as defined by the F.I.P and S.I.P
- To work with colleagues to formulate aims, objectives and strategic plans relevant to the needs of students and the strategic direction of the school.
- To lead on developing networks with schools and other agencies.
- To meet with Link Governor to review the F.I.P as appropriate.

2. Leadership of a Team of Teachers, in accordance with School Policy by:

- Advising, guiding, inducting and mentoring members of the Faculty as appropriate.
- Monitoring the work of members of the Faculty to ensure high quality teaching and learning and to develop and enhance their teaching practice.
- Attending meetings and presenting the views of members of the Faculty at, and reporting back from, all areas of consultation.
- Encouraging members of the Faculty to keep abreast of developments in their subject areas.
- Assisting in the professional development of members of the Faculty and taking a leading role in the Performance Management systems of the school.
- Chairing Faculty meetings, raising agendas and arranging distribution of minutes.
- Advising the Headteacher about advertising and recruiting Faculty staff and supplying skeleton references for members of the Faculty, as required.
- Ensuring clear lines of communication with all members of the Faculty.
- To promote teamwork, to motivate staff to ensure effective working relations and act as a positive role model.

3. Responsibility Structure

- Ensuring the responsibility structure within the Faculty supports maintenance and improvement of standards.
- Ensuring the successful completion and delivery of delegated tasks and responsibilities.
- To oversee the work of trainee teacher programmes within the Faculty.

4. Curriculum

- To be proactive in leading curriculum development and initiatives at national, regional and local levels.
- Responsibility for leading the Faculty's curriculum planning, syllabus selection, incorporating "whole-school" policies and contributing to relevant units or components of other subjects, syllabuses or cross curricular programmes of study as may be required.
- Responsibility for ensuring up-to-date schemes of work are maintained for use internally and externally as required and monitoring how schemes of work are implemented and regularly reviewed to maximise their effectiveness.
- Responsibility for advising on and developing teaching approaches used by the subject teams, the development and selection of suitable materials and advising on classroom management appropriate to the relevant subject matter.

5. Assessment, Examinations, Reporting and Evaluation

- To be proactive in leading assessment development and initiatives at national, regional and local levels.

- Establishing and overseeing Faculty's examination policy and both internal/external assessment procedures, in accordance with School policy.
- Ensuring the effective administration, smooth running of external exams and ensuring exam board requirements are met by liaison with Examinations Secretary.
- Providing information to Headteacher, parents and colleagues about the work of the Faculty and students progress in accordance with school policy.
- Interpretation of exam analysis, subsequent action planning and establishing the process for target setting and monitoring progress towards targets set.
- Overseeing relevant students' subject report formats and collecting a portfolio of good practice to share with other staff/inform new staff.
- Ensuring effective moderation procedures are in place and a portfolio for exemplification of standards is maintained.

6. Organising Learning

- Allocating students to teaching groups in liaison with members of the Faculty according to school policy.
- Maintaining up-to-date staff/teaching group lists informing the Deputy Headteacher (Curriculum) of any changes when made.
- Liaising with the Deputy Headteacher (Curriculum) on the construction of the Timetable and appropriate Options information.
- Responsibility for the management and conduct and behaviour of students within the Faculty and supporting colleagues within the Faculty to ensure learning is maximised.
- Ensuring Cover Supervisors and supply staff are supported in providing appropriate learning opportunities when Faculty staff are absent.
- Monitor and evaluate provision of SEN support and liaising with SENCO.
- Monitor and evaluate the provision and progress for G & T students.
- Monitor and evaluate the arrangements, objectives and outcomes of educational visits.

7. Resources

- Controlling Faculty expenditure and budgetary planning.
- Overseeing the usage, storage and security of equipment, materials and other resources and ensuring the learning environment and facilities maximise learning.
- Preparing a Faculty bid for capitation or other funding opportunities.
- Devising systems for maintenance of Faculty inventories and stock records according to school policy.

8. Health and Safety Act

- To ensure that Health and Safety Policies and practices, including Risk Assessment, throughout the Faculty are in line with school policy and updated when necessary.
- Having delegated responsibility for the implementation of the Act and reporting any issues and recording concerns via Faculty meeting minutes.

Specific Faculty Responsibilities:

- To lead and direct the work of the Technician Team to ensure learning is supported.

To whom responsible	Via Leadership Team member Deputy Headteacher, Curriculum/ Headteacher
Staff for whom responsible	All teaching and support staff within Faculty
Signature of Employee	
Print name	
Date	

This job description may be amended at any time by agreement.