



### JOB DESCRIPTION

<b>TITLE OF POST:</b>	Second in Faculty
<b>REPORTING TO:</b>	Head of Faculty
<b>RESPONSIBLE FOR:</b>	Developing and maintaining high quality Teaching & Learning through the Leadership and Management of the Maths, ICT & Business Studies Faculty
<b>SALARY:</b>	Main/Upper Pay Scale TLR 2b
<b>HOURS:</b>	Full Time

#### DUTIES

##### **Purpose of Role**

To assist the Head of Faculty with leadership and management of the Maths, ICT & Business Studies Faculty focused on securing high quality teaching and learning which leads to excellent outcomes for our students. Working co-operatively with others, to engage in collaborative leadership designed to secure the achievement of the college's strategic priorities, with a particular focus on raising the profile of the Maths, ICT & Business Studies Faculty.

##### **Leadership and Management**

To have proven leadership skills and be able to lead developments within at least one of the subjects of the Faculty.

To be accountable to the Head of Faculty for student progress and improvements for identified groups/subjects within the Faculty.

To take responsibility for the Faculty in the absence of the Head of Faculty.

To help the Head of Faculty identify CPD needs and opportunities for staff across the Faculty, which lead to improvements for students in line with the college and faculty plans.

To provide fair, consistent and inspirational leadership to staff, helping to increase levels of trust and engagement.

To raise the aspirations of all members of the Faculty ensuring that everybody is given the opportunity to improve and develop their practice.

To support the Head of Faculty to ensure that all staff members across the Faculty are fulfilling their roles as described in the relevant job descriptions, and to take swift and consistent action where this is not the case.

To take specific responsibility for aspects of the learner journey within the faculty, with the aim that all students have a consistently good or excellent experience at the college.

To support the smooth flowing of communications within the faculty and across college, through regular, action-focused meetings, briefings and appropriate use of e-mail.

To take the lead on cross-college themes and initiatives, as agreed with the Head of Faculty.

To support the monitoring of progress, behaviour and attendance of all students across the faculty and to take swift action where issues emerge.

#### **ASPIRE**

ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE

To support the Head of Faculty to ensure that the curriculum offer is appropriate to the needs of students, leading to successful recruitment and progression outcomes.

To lead and develop faculty policies as agreed with the Head of Faculty.

To ensure a positive learning climate for students and staff across the faculty.

To work strategically with others across the College to raise the literacy and numeracy levels of all students.

### **Teaching, Learning and Assessment**

To champion high quality Teaching, Learning and Assessment, encouraging staff to develop and innovate in line with evidence based research as to what constitutes the best practice in their field.

To support the Head of Faculty to ensure that all teachers plan effectively to meet the individual needs of students in their classes and that resources are matched to students needs in order to enable all to make maximum progress.

To support the Head of Faculty in a programme of learning walks, observations and work scrutiny's, sharing best practice across the Faculty.

To support the Head of Faculty to ensure that all teachers are regularly and accurately marking and assessing their student's work, providing quality feedback to students.

To ensure that students experience fair and consistent treatment by all members of faculty staff.

### **Learner Journey**

To liaise and communicate with staff across the College to ensure that support is in place to allow students to make excellent progress on their courses and into FE and employment.

To support the Head of Faculty in the co-ordination of high quality additional learning support for students across the College with the SEND department, helping to close identified skills gaps and maximise attainment, achievement and success on all courses.

To set high expectations for student behaviour and discipline and to enforce College rules using disciplinary sanctions and positive reinforcement appropriately.

To maintain excellent and up to date knowledge of the Programmes of Study, providing good quality initial advice and guidance to students, ensuring they are on the right study programme to help them succeed and achieve their goals.

### **Other General Responsibilities**

To be flexible and responsive in all aspects of the post undertaking duties as required.

To support the Head of Faculty to effectively plan the resources required to deliver the curriculum, resources and accommodation to ensure value for money is delivered

To undertake staff duties in line with college policy.

To be a Tutor as part of a house team ensuring the wellbeing of all tutees.

To undertake an agreed teaching timetable in line with college policy.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs

**In addition to this job description, all teaching staff must carry out their professional duties as outlined in the Teachers Professional Standards.**





## PERSON SPECIFICATION

**POST:** Second in Faculty

We wish to appoint a candidate who can closely match the following criteria:

	<b>Employee Attributes</b>
<b>1</b>	<b>Academic</b>
1.1	Possession of a relevant degree or equivalent.
1.2	Evidence of recent relevant professional training.
1.3	Teacher trained.
1.4	Literacy and numeracy L2 (GCSE A*-C)
1.5	Ambition to become Head of Faculty within three years
<b>2</b>	<b>Management Experience</b>
2.1	Ability to demonstrate strategic and operational vision and leadership qualities.
2.2	Ability to co-ordinate a range of projects simultaneously and achieve deadlines.
2.3	A proven track record of having contributed to achievement of strategic objectives.
2.4	Proven experience of delivering high standards whilst managing significant change.
2.5	Experience of operational planning and monitoring of performance to set targets and planned outcomes.
2.6	Ability to motivate and lead staff to deliver quality improvements and undertake rigorous self-assessment and quality improvements.
2.7	Experience of the management of resources and/or budgets.
2.8	Ability to make effective presentations to both large and small groups.
2.9	Ability to undertake cross Faculty initiatives and projects.
2.10	Proven ability of effectively managing and leading people to achieve high standards and positive outcomes.

### ASPIRE

ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE

<p><b>3.</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p> <p>3.11</p>	<p><b>Curriculum and Quality and Learner Journey</b></p> <p>Experience of effectively managing staff to achieve high standards of curriculum delivery outcomes.</p> <p>Experience of improving student outcomes and improving rates of progress at both KS3 and KS4</p> <p>Demonstrable experience of quality improvement resulting from rigorous self-assessment process and the delivery of a quality improvement plan.</p> <p>Experience and understanding of the Ofsted inspection process/framework.</p> <p>Proven ability in the successful development of curriculum innovation.</p> <p>Successful experience in supporting learners' additional needs.</p> <p>A demonstrable understanding of curriculum developments.</p> <p>Successful experience of working with awarding bodies.</p> <p>A commitment to placing learners at the centre of the Faculty practice.</p> <p>An understanding of current developments in the Primary and FE sector, especially in relation to Study Programmes and qualification reforms.</p> <p>Effective skills in the interpretation and use of data to inform management discussions and drive quality improvements.</p>
<p><b>4.</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p><b>General</b></p> <p>Well-developed written and oral communication skills.</p> <p>Proficient in the use of IT appropriate to this post.</p> <p>A proven record of achievement and initiative in their current College post.</p> <p>A commitment to the values and ethos of team work.</p> <p>A commitment to equal opportunities.</p> <p>A record of high achievement as a Teacher.</p> <p>An ability to teach a subject (or subjects) within the team.</p>