



**Lode Heath School**  
part of  
**Arden Multi Academy Trust**



**JOB DESCRIPTION**

<b>Post Title:</b>	Faculty Leader: PE & BTEC Quality Nominee	<b>Salary Grade:</b>	MPS or UPS TLR negotiable
<b>Location:</b>	Lode Heath School	<b>Salary Range:</b>	MPS 1-6 UPS 1-3
<b>Department:</b>	PE	<b>Weeks:</b>	39
<b>Responsible to:</b>	SLT line manager Deputy Headteacher: Curriculum Associate Headteacher Governors	<b>Hours:</b>	32.5 (full time)

**JOB PURPOSE:**

1. To provide leadership and strategic direction to the Faculty to ensure its work meets the aims and policies of the school. This includes:
  - Being responsible for securing high standards of teaching, learning & assessment through effective curriculum planning and on-going development including pedagogical innovation resulting in student performance achieving or exceeding expectations
  - Interpreting the standards and expectations of the school, sharing responsibility for the welfare and discipline of students.
  - Teaching Faculty-based subjects (PE, sport, dance, Health & Social care), and other subjects where required, according to the Teachers' Pay and Conditions Act.
  - Promoting the general progress and well-being of individual students and of any class or group of students assigned to you principally but not exclusively by teaching your own subject.
  - Actively support the collegiate responsibilities across the school as a whole.
2. To act in the role of Quality Nominee for our BTEC courses providing leadership and strategic direction to the Faculty to ensure its work meets the aims and policies of the school.
  - Effective management of our BTEC programmes (currently: Sport, Travel & Tourism, Health & Social Care & Performing Arts)
  - Be responsible for Quality Review and Development, promoting high standards & sharing best practice
  - Liaise with the Centre Quality Reviewer

**WORK PERFORMED:**

The Faculty Leader will:

- Lead, manage and develop the faculty ensuring the work of all teachers within it meets the ethos, aims and objectives of the wider school.
- Implement an effective Quality Assurance programme to evaluate the work of the team accurately and regularly, influencing improvement planning, CPD and support as necessary.
- Establish the curriculum intent and the expectations for implementation for all subjects delivered. This includes ensuring effective coverage, sequencing, continuity and progression in all subject areas for all students by each member of the team. This will include enrichment and extra-curricular opportunities.
- Lead on, implement and evaluate strategies to promote progress for all students through personalisation and reduce gaps between vulnerable students and their non-vulnerable peers.
- Analyse student attainment and progress data and plan and implement intervention accordingly to enable all students to achieve their best.
- Implement effective standardisation, moderation and verification plans.
- Ensure all relevant BTEC programmes are approved, and all other administrative requirements are up to date, and all approval conditions and policy requirements are being implemented consistently and effectively.
- Deliver a high quality and varied extra-curricular programme, including the Duke of Edinburgh awards.
- Attend relevant meetings, leading as appropriate and communicate the work of the faculty to all relevant stakeholders.
- Collaborate with others and contribute to the sharing of good practice at a whole school and Trust level.
- All Faculty Leaders will lead by example and will be highly effective classroom practitioners.

They teach a designated number of lessons and will undertake and fulfil the responsibilities of a classroom teacher which includes the role of a form tutor. He/ she will:

- Teach across the age and ability range to and including Key Stage 4, in a professional manner, with full regard to the curriculum.
- Raise the contribution of the subject as part of the development of the whole child.
- Provide a colourful, stimulating, supportive and challenging environment for learning.
- Employ a wide range of pedagogical strategies to meet the needs of all learners.
- Gather and use assessment data to plan and implement effective intervention work.
- Follow agreed procedures on matters such as marking and providing feedback on student work, record keeping, report writing, disciplinary matters and the setting of homework.
- Attend meetings, parents' consultation meetings and other events within the annual calendar.
- To actively support the collegiate responsibilities within the main teaching area, addressing aspects of delegated responsibility as appropriate.
- Contribute to school development plans.
- Proactively engage with the entitlement of all staff to professional development through an induction process and through his/ her personal growth according to the Continuing Professional Development/Performance Management Scheme.
- To promote the general progress and well-being of individual pupils and of any class or group of students assigned to him/ her principally but not exclusively as a form teacher.
- As a form tutor, contribute to all aspects of pupils' personal and educational development in co-operation with the Year team and the Deputy Headteacher.
- Take an equitable share of statutory duties.
- Perform such reasonable duties as required by Headteacher.

#### **PEOPLE RESPONSIBILITIES:**

- Line management of all teachers within the faculty.
- Work with the other relevant TLR holders, line managers and the Deputy Headteacher: Curriculum on a regular basis (inc. line managers of BTEC subject post holders)
- UPS teachers are required to make a 'substantial and sustained' contribution to the wider life and ethos of the school. This may include the coaching and/ or mentoring of other staff members.

#### **WORK RESPONSIBILITIES:**

Teaching timetable and tasks in accordance with the job description of a Faculty Leader.

#### **SAFEGUARDING RESPONSIBILITIES:**

The post holder is responsible for promoting and safeguarding the welfare of children, young people, and vulnerable adults that she/ he is responsible for or comes into contact with.

#### **FINANCIAL RESPONSIBILITIES:**

- Managing budgets as delegated by the Headteacher including the ordering of materials and ensuring that there are clear links between educational outcomes and the allocation of resources.

#### **BUILDINGS AND EQUIPMENT RESPONSIBILITIES:**

- Ensure the staff and resources adhere to all appropriate health & safety work practices and policies.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

- The School operates a 'Non-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

#### **GDPR & DATA PROTECTION**

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [www.lodeheathschool.co.uk/gdpr](http://www.lodeheathschool.co.uk/gdpr).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.