



Britannica International School

Budapest

an Orbital Education School

Head of Faculty: Role and Job Description

Responsible to: Principal

Coached and managed by: Head of Secondary

As a senior multi-subject leader, the postholder has responsibility for the overall effectiveness of the faculty team in providing a high quality of education for all students. As leader of a team of teachers, heads of faculty have a key role in setting high expectations for students and teachers and making best use of resources to secure excellent outcomes. They are accountable to a senior line manager and work with and through teachers in their faculty team.

Ethos and Values

To act as an ambassador in promoting and celebrating the work and achievements of students and staff within the Faculty

To ensure the vision for the school and faculty is shared, understood and acted upon effectively by all members of the faculty

To demonstrate high expectations of students and staff, a commitment to professional learning and continuous improvement

To model the school's commitment to inspiration, excellence and exceeding expectations in everyday work and practice.

Teaching and Learning

As a senior subject teacher, the postholder is expected to set high standards for classroom environment and practice and meet relevant parts of the classroom teacher job description

Faculty Leader Role

Ensure high standards through provision which maximises the progress, achievement, behaviour and safety of all students

Ensure all members of the faculty are familiar with and implement school policies and requirements.

Make sure teaching spaces and all areas used by the faculty are well presented, well organised and create an aspirational environment for independent and creative learning; take responsibility for the management of student conduct within the faculty “zone”.

Ensure that students are well behaved and stay safe in faculty areas.

Ensure teaching is well planned, effective, challenging and enables students to make good or better progress

Ensure that all teachers in the faculty plan to meet the needs of all students

Develop and keep under review the curriculum to ensure that learning is challenging, engaging, matched with need including meeting national and exam board requirements.

Lead on monitoring and evaluating the work of the faculty through observation, work scrutiny, discussion with students and data analysis to identify good practice and areas for further improvement.

Lead improvement and ensure the smooth running of the faculty by coordinating the work of, deploying staff and other resources effectively and ensuring meetings are efficiently planned/recorded

Line manage and direct the work of the faculty team

Ensure new staff are properly inducted into the working practices of the faculty.

Work with the person responsible for timetabling to ensure the most effective recruitment and deployment of staff and organisation of curriculum time.

Ensure that the school’s professional mastery system operates effectively in the faculty and provides faculty training and development in response to need.

Set an expectation of continuous improvement in teaching and learning for every teacher by providing opportunities for sharing good practice and coaching.

Proactively address any concerns about staff capability with senior leadership

Report to and meet regularly with the senior line manager

Prepare information for parents and students and respond quickly to any relevant parental enquiries appropriate for the level of the role.

Stakeholders

The postholder has an important role in working with parents. From time to time, Faculty heads may also be expected to work with members of the Orbital Leadership group (by invitation)

Whole School responsibility

Heads of faculty are expected to attend relevant leadership and management meetings to contribute to wider school improvement and other meetings as required. They are expected to publicly support decisions made by the school leadership team

General Accountabilities

So far as is reasonably practicable, the post hold must:

Ensure that safe working practices are adopted by employees in order to maintain a safe working environment for employees and service users.

Work in compliance with the Codes of Conduct, regulations and policies of Britannica.

Ensure that output and quality of work is of a high standard and complies with current legislation/standards.