



JOB DESCRIPTION

Head of Faculty

(3 PS Units and 2 MMAs)
Reports to : Senior Leadership Team

Key Performance Areas

Key Tasks	Expected Outcomes	Performance Indicators
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RELATIONSHIP MANAGEMENT

To facilitate communication between the school, home and other clients	<ul style="list-style-type: none">• That positive relationships are fostered between the school, home and other clients	<ul style="list-style-type: none">• Evidence of monitoring that staff are communicating in a professional manner with parents/caregivers re:<ul style="list-style-type: none">- class events- student progress- reports- parent evenings/meetings• Evidence of mediation in place to resolve disputes between teachers and students – teachers and parents• Attendance at evenings as requested by S.M.T.• Copies of correspondence held
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MANAGEMENT SUPPORT

To support the Principal and Senior management team.	<ul style="list-style-type: none">• That senior teachers contribute to support the effective operation of the school	<ul style="list-style-type: none">• Annual goals on record, given to staff to implement<ul style="list-style-type: none">- school-wide (strategic plan related)- faculty specific• Minutes of relevant meetings, e.g. department meetings available• Annual goals declared to Principal• Annual goals reported on yearly• Staff performance reviewed and reported on to the Principal.
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Key Tasks	Expected Outcomes	Performance Indicators
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PROFESSIONAL LEADERSHIP

<p>To provide professional leadership for colleagues</p>	<ul style="list-style-type: none"> • That the support and direction provided enhances the learning and teaching of students through the professional growth of colleagues • That the direction provided supports the aims and objectives of the school 	<ul style="list-style-type: none"> • Evidence of a good role model: <ul style="list-style-type: none"> - attend required meetings - information from HOF meetings disseminated to Faculty staff - staff informed and knowledgeable about school curriculum assessment policies and procedures - staff informed and knowledgeable about relevant National Curriculum - staff knowledgeable about the relevant parts of the schools Quality Management System • Appraisal procedures • Opportunities for teacher development evident and taken up by staff • Evidence of staff support from H.O.F. (from staff self appraisal) • Evidence of attempts to improve staff performance
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MOTIVATING STAFF

<p>To be responsible for the effectiveness of the working team.</p>	<ul style="list-style-type: none"> • That teachers respond to the encouragement and the direction provided and feel a valued member of the team • To respect and be respected by the team 	<ul style="list-style-type: none"> • Staff feedback/responses in terms of: <ul style="list-style-type: none"> - support provided through resources/materials - schemes/programmes written and followed through (implemented) - staff given opportunities to pursue strengths and develop leadership potential - affirmation of strengths and weaknesses - team sharing of responsibilities (delegation) - staff/department meeting minutes
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ADMINISTRATIVE FUNCTION

<p>To monitor student progress</p> <p>Meet school's reporting requirements</p> <p>To assist the HOD in managing resources.</p>	<ul style="list-style-type: none">• That national and school based assessment and reporting requirements are met• That there are appropriate effective allocations of resources	<ul style="list-style-type: none">• School quality management system is being followed re: assessment and reporting• Department data and records are processed and stored:<ul style="list-style-type: none">- student achievement records- schemes and programmes- teaching resources- annual report
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