



## Role Description                      Head of Faculty Year 7 and Year 8

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<b>Mission statement:</b>	<b>We are committed to preparing our students to embrace the future by providing a complete Catholic education in a safe, nurturing community, shaped by our vision.</b>
<b>Purpose:</b>	To facilitate student learning by exercising responsibility for the resources and curricular programmes of the Faculty in line with the general goals of the College Charter.
<b>Reports to:</b>	Principal and Board of Trustees.
<b>Responsible to:</b>	The Principal through the Deputy Principal and other members of the Senior Leadership Team.
<b>Works with:</b>	The other members of the faculty in sharing the responsibility for the management of student behaviour and delivery of the curriculum.
<b>Responsibility:</b>	3 SU + 1MMA

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### Key Responsibilities:

- To support the school's Special Character and to incorporate it where appropriate within the Teaching and Learning Programme.
- To ensure the quality of learning for students through assisting teachers to set goals and develop and evaluate teaching programmes in line with national guidelines and school policies. Some of these responsibilities will be delegated to specified staff. (Curriculum Development)
- To ensure that all members of the Faculty (ie. Teachers of Year 7 and Year 8) perform to the best of their ability, arranging for advice, help and training where necessary. The aim is to achieve job satisfaction for all staff. (Professional Learning)
- To ensure that there are arrangements to check students' progress through accurate recording and reporting of performance. (Student Progress)
- To be responsible for the day to day management of the Faculty budget in accordance with school policies. (Financial Management)
- To manage and professionally lead the Faculty, implement policies and programmes, direct and supervise all staff including administrative and all other non-teaching personnel.
- The Head of Faculty directs the day to day operations of the Faculty within policies and guidelines laid down by the Board of Trustees and the Principal as appropriate. (Administration)
- Showing professional leadership, classroom teaching and management across a range of classes and appropriate subject areas. (Teaching)
- To work with relevant stakeholders in ensuring positive student transitions through learning levels.
- To work with other Faculty leaders to ensure students receive the best possible learning programme.

Key Tasks	Results expected
<b>A Curriculum Development</b>	
A1 To state in writing the aims and objectives of each subject for each year.	1.1 All staff in department have written copies of aims and objectives. Copy also forwarded to Principal. 1.2 The outcomes of the aims and objectives are reported on in the Department's annual report to BOT.
A2 To ensure that departmental staff have schemes of work for all groups.	2.1 Schemes are reviewed annually and an updated copy is filed in the Principal's Office.
A3 To ensure that department policies reflect the school policy and that the Principal is kept informed about department plans.	3.1 Policy relating to methodology of curriculum delivery and assessment procedures are in keeping with the general policy of the school.
A4 To deploy staff in conjunction with the timetabler, bearing in mind their strengths and preferences.	4.1 That teaching loads of staff are equitable, taking into account their responsibilities within the department. 4.2 Staff are given the opportunity to have input into the Faculty and strengths of individual staff are used for the betterment of all.
<b>B Staff Development/Appraisal</b>	
B1 To notify vacancies, shortlist prospective teaching and non-teaching staff and make recommendations to the Principal.	1.1 The best applicant is appointed to any position.
B2 To supervise the performance appraisal of all staff delegating as necessary, following up on the outcomes of teacher appraisal, overseeing the professional development of teachers.	2.1 All staff have gone through a) Appraisal for Professional Learning. b) Appraisal of Department Procedures Written documentation to be produced at appraisal to verify (a) and (b). 2.2 Staff are given Professional Development opportunities to develop skills and to overcome weaknesses.
B3 To provide motivational leadership to all staff and conduct staff meetings.	3.1 A positive atmosphere exists within the department and staff feel supported. 3.2 Regular meetings of teachers of Y7&8 are held.
B4 To develop and maintain a roster of responsibilities for full-time and part-time staff.	4.1 Staff have responsibilities within the department.
B5 To develop a personnel plan relating to the future needs of the Department.	5.1 Staff can see how they can develop professionally through responsibility opportunities within the Department.
<b>C Student Progress</b>	
C1 To ensure that appropriate work is set and marked.	1.1 Regular marking of students' work (Appraisal of Department Procedures)
C2 To liaise with the pastoral team over areas of mutual concern.	2.1 Take a positive role in the guidance and discipline role in the school structure.
C3 To make records and reports on pupil progress accessible to all staff if required.	3.1 All staff are regularly recording student progress and these are available on request.
C4 To encourage all students to reach their potential	4.1 Students reach their potential in academic pursuits by entering national competitions and examinations.
<b>D Financial Matters</b>	
D1 Supervise the development of the annual departmental budget in line with school policy.	1.1 Department budget request is presented within timeline and reflects the needs of the Department.
D2 Implement the school's financial policies for daily financial management by supervising: (a) sound bookkeeping practices. (b) preparing regular statements of expenditure and income. (c) administering the Department's funds according to the approved budget and financial policies and priorities.	2.1 Department finances are kept within budget.

<b>E Administration</b>	
E1 To contribute to the school's general policy-making and management.	1.1 A positive contribution to HOD meeting and other staff meetings relating to school developments.
E2 Maintaining accurate records of equipment and other necessary details.	2.1 Up-to-date information re Department equipment is readily available.
E3 Ensuring regular maintenance of equipment.	3.1 All equipment is working effectively.
E4 Ensuring that all activities of staff and students are conducted safely.	4.1 All activities, including EOTC trips are conducted within the school's Health and Safety Policy.
<b>F Teaching</b>	
F1 To teach up to the required number of periods as directed by the Principal.	1.1-1.5 The HOD leads by example setting high standards in punctuality to class, lesson preparation, classroom environment and assessment and recording procedures.
F2 To teach a range of abilities.	
F3 To establish effective relations with students based on mutual respect.	
F4 To recognise the individuality of every student.	
F5 To ensure an orderly, effective and challenging environment.	
<b>G General</b>	
G1 To participate in agreed educational activities outside the classroom.	1.1 A strong commitment to a recognised co-curricular activity.
G2 To take responsibility for other duties as may be delegated by the Principal from time to time.	2.1 Taking a role in the administrative areas of the school.
G3 To take a leading role in at least one of the staff professional committees.	3.1 Being involved in Staff Professional Committees.
G4 To follow all procedures as stipulated in the school's Accreditation Document, in particular those relating to Appraisal of Departmental Procedures and Staff appraisal for Professional Development.	4.1 The requirements of the Accreditation Document are met: Appraisal Finance Student Entry Assessment
G5 Departmental report is submitted annually to the BOT.	5.1 By last Wednesday in March the BOT will receive a Department Report including Financial Report, Assessment Analysis and a Report on Goals and Objectives.
G.6 To support the Director of Religious Studies in maintaining the schools Special Character.	6.1 All teachers are aware of the significant link between the Y7&8 programme and the Special Character.  6.2 The DRS feels supported within the school and the school's community.

**Limitations of Authority**

Changes to procedures or routines must receive prior approval from the Principal. The Principal may make changes at any time in consultation with yourself.

<b>Role Description:</b>	<b>Head of Faculty Year 7 and Year 8</b>	
<b>Reviewed:</b>	June 2008	Paul Daley, Principal
	June 2015	Louise Moore, Principal
	November 2017	Louise Moore, Principal
	..... Louise Moore Principal	..... Date

The following are to be handed to your appraiser at least 3 days prior to your appraisal meeting:

1. Up-to-date Schemes for all levels.
2. Copy of Annual Report to BOT.
3. Current Department Financial Position (Ex Finance).
4. Staff appraisal documentation including samples of written reports.
5. Staff Professional Development Courses.
6. Examination Analysis (may be included in Annual Report to BOT).
7. Sample of Student work from your own classes.

Specific responsibilities in relation to the position of Head of Faculty Year 7 and Year 8:

- Working with HoD Learning Support and HoD ESOL on transition processes: assessments, liaising with associated Primary Schools etc.
- With information from associated Primary Schools, organising class lists, and reviews of class lists.
- Organising and attending Year 6 classroom visits, associated Primary School visits, Information Evening, Year 6 Transition Day and Year 7 New Parent Evening.