



## Head of Faculty -Welsh

### Job Description and Person Specification

#### POST IDENTIFICATION

<b>Post Title:</b>	Head of Faculty - Welsh
<b>Grade:</b>	MPS/UPS + TLR1a
<b>Directorate:</b>	Education
<b>Division:</b>	Schools
<b>Location:</b>	Abertillery Learning Community
<b>Responsible to:</b>	Head of Upper School

#### INTRODUCTION

This job description complements the standards, values and dispositions identified in the Professional Standards for Teaching and Leadership 2018. The Head of Faculty will align to, demonstrate and promote the overarching values and dispositions defined within the Professional Standards of:

- 1) Professional entitlement
- 2) Welsh language and culture
- 3) Rights of learners
- 4) Literacy, numeracy and digital competence
- 5) The professional learner
- 6) The system role

The post holder is required to undertake the professional responsibilities of a Head of Faculty.

This Job Description:

- 1 Will be reviewed annually and may, after consultation and negotiation, be changed according to the needs of the school.
- 2 Lies within the framework of the current School Teachers Pay and Conditions of Service Document.

## KEY AREAS

### Pedagogy

1. Promote excellence in learning and teaching to ensure all learners progress in their learning and their needs are met.
2. Fully understand the main features of outstanding learning and teaching and ensure that good practice is shared throughout the faculty.
3. To be responsible for the development of the curriculum, its quality and effective delivery within the faculty.
4. Ensure effective development of learners' literacy, numeracy and digital competency skills through the subject.
5. To ensure appropriately challenging and innovative Schemes of Learning for Years 7-11 within the faculty, meeting the needs of all learners.
6. To maintain a stimulating learning environment within the faculty area including the corridors and ensure facilities are used in a stimulating and engaging way to create an effective learning environment within each subject.
7. To ensure effective development of learners' individual and collaborative study skills necessary for them to become increasingly independent in their work.
8. Develop and implement effective systems to monitor and evaluate the impact of learning experiences and learners' progress to bring about sustained improvement.
9. To provide cover work as appropriate for absent colleagues.
10. Ensure that individual student progress in the faculty is regularly tracked through a range of assessment techniques, recorded, reported and used to inform future learning and teaching.
11. To set high expectations by providing clear and challenging targets for student achievement.
12. Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
13. To use data effectively to identify individuals and groups of learners who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those learners.
14. Closely monitor FSM, MAT and boys' performance in all subject classes and implement strategies to improve outcomes alongside the classroom teacher.
15. To monitor the progress made in achieving subject plans and targets, evaluate the effects on learning and teaching and use the analysis to direct further improvement.
16. To implement agreed school policies and practices for assessing, recording and reporting on student achievement.
17. To be responsible for the oversight and management of learners' behaviour within the faculty through the effective delivery of the school's rewards and sanctions policy.
18. To be responsible for quality assurance within the faculty.
19. To set high expectations and targets for staff and learners in relationship to performance targets.
20. Ensure that all requests for data are completed by all faculty staff to meet deadlines.

## Collaboration

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| 21. Establish a climate of mutual support and effective collaboration both within and beyond the faculty to develop, enhance and share effective pedagogy.   |
| 22. Develop policies and practices, in collaboration with the relevant stakeholders, that promote the Welsh language and culture and that develop learners' bilingual skills as appropriate.   |
| 23. To develop the partnership with parents to involve them in their child's learning.   |
| 24. To take responsibility for progress, home learning or behaviour issues within the faculty and liaise with SLT and Pastoral Leads accordingly.  |
| 25. Track behaviour trends across the faculty and implement strategies to address such trends.   |
| 26. To ensure parents are kept fully informed of all faculty activities such as clubs, revision sessions and home learning.  |
| 27. Contact home regarding progress, home learning or behaviour issues with learners.  |
| 28. Establish effective and open relationships with parents, carers and the wider local community to actively engage them with learners' wellbeing, experience and progress and ensure the school plays a central role in the community. |
| 29. Ensure all faculty reports home to parents are completed on time and are checked for both quality and accuracy.  |
| 30. To develop effective collaboration and strategic partnerships within the faculty and with colleagues from other subject, senior leaders, governors and parents.  |
| 31. To work in collaboration with other middle leaders and the senior leadership to drive whole school improvement.  |

## Professional Learning

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| 32. To keep updated with examination board guidelines and information to ensure these are followed by the faculty.   |
| 33. Ensure sustained and focused professional learning for all staff in the faculty, including self, framing professional growth within pedagogic practice, learner experiences and outcomes.  |
| 34. Keep abreast of subject developments and reflect this in the schemes of learning, including the qualifications reform.   |
| 35. Establish professional networks and communities to enable the school to play an active role in the widest education community contributing to the training of future teachers and other adults who work with learners and developing practice orientated research. |
| 36. Nurture and facilitate a collaborative approach within the Faculty so that staff can share best practice and develop one another.  |

## Innovation

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| 37. Coordinate innovation with all relevant stakeholders, to ensure the school embraces and benefits from evidence-based approaches to innovation aligned to the long-term vision for Wales.       |
| 38. Establish a long-term programme of evidence-based approaches to innovation that aim to meet challenges, manage change and take learning forward effectively to improve wellbeing and outcomes. |

39. Work with the Headteacher and Head of Upper School to create a culture where expertise, experience and pedagogical practice is continually developed and shared within and across schools.

## Leadership

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| 40. To provide strategic direction and establish a vision for the subjects within the faculty, which reflects the school's commitment to improving the progress and achievement of learners.   |
| 41. To establish, develop and implement policies and schemes of learning for each subject in accordance with the requirements of the Curriculum for Wales, and in line with recent inspection recommendations and research evidence.             |
| 42. To establish a clear and shared understanding of the importance and role of the Welsh language in contributing to learners realising the four purposes.  |
| 43. To play a full part in the life of the school community, to support its ethos and to encourage and ensure staff and learners follow this example.  |
| 44. To ensure the faculty contributes to the school's Improvement Plan and be responsible for review and development within the faculty.   |
| 45. To ensure a continual cycle of self-evaluation and quality assurance which reflects upon areas for development and time scaled actions needed in order to achieve them.  |
| 46. To regularly consult and communicate with the faculty team and to hold faculty meetings focused on priorities outlined in a Faculty Improvement Plan.  |
| 47. To be responsible for checking that good working practices are followed by all members of the faculty and to support team members in this.   |
| 48. To establish clear expectations and constructive working relationships among staff involved with Welsh. Developing responsibilities and delegating tasks as appropriate; evaluating practice; developing accountability.                     |
| 49. To be responsible for the planning, implementation and monitoring of all whole school policies within the faculty.   |
| 50. To contribute to the 3-16 development of Welsh language across all campuses.   |
| 51. To ensure that all faculty deadlines are met (including reports, examination entries and coursework).  |
| 52. To monitor the faculty's resources and capitation. To ensure the faculty works within its budget and that resources are used in the most efficient manner that reflects the needs of the curriculum and learners.                            |
| 53. To be responsible for managing the performance of staff as set out in the school's PDR Policy.   |
| 54. To ensure that there is a safe working and learning environment in which risks are properly assessed.  |
| 55. To supervise and support NQTs, learners, supply teachers and new staff, in liaison with the appropriate member of SLT  |
| 56. To ensure that the SLT, Line Manager and Governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and subject related professional development plans.                         |
| 57. Set personal targets and take responsibility for own continuous professional development.  |
| 58. To effectively deploy staff within the faculty and develop their expertise.  |
| 59. To develop the leadership capacity of all staff within the faculty and foster effective distributed leadership.  |
| 60. Ensure that training needs within the curriculum area are identified, appropriately met, and that all members of the faculty are active in their own personal and continuous professional development as identified through the PDR process. |
| 61. To contribute to the ongoing development of the school as an anti-racist organization.   |

## PERSON SPECIFICATION

**S = Shortlisting criteria**

**Please note, shortlisting criteria may also be tested at assessment stage**

	ESSENTIAL	DESIRABLE
QUALIFICATION	<p>Relevant degree (S)</p> <p>Qualified Teacher Status (S)</p> <p>Current EWC registration</p>	<p>Further qualifications and/or professional studies relevant to the age-range.</p>
KNOWLEDGE and EXPERIENCE	<p>Appropriate recent experience of teaching Welsh in a Secondary Setting (S)</p> <p>Recent and up to date knowledge of the current curriculum requirements in Welsh in a Secondary Setting (S)</p> <p>Knowledge and understanding of the current Welsh Educational context and the National Mission (S)</p> <p>Knowledge of best practice and procedures for safeguarding children and young people</p> <p>Proven experience of monitoring, evaluating and reviewing performance in order to raise achievement for all groups of pupils.</p> <p>Up-to-date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it (S)</p> <p>Knowledge of effective strategies and procedures relating to professional learning and performance review.</p> <p>Experience of building effective relationships with a range of school stakeholders, including parents and the wider community (S)</p>	<p>Successful experience of whole school development of the Welsh language</p> <p>Experience of building relationships and working effectively with governors</p>
SKILLS	<p>Ability to speak Welsh fluently (S)</p> <p>Ability to lead, manage and motivate staff and pupils to achieve high standards</p> <p>Successful experience of providing for pupils with additional learning needs.</p> <p>Ability to communicate and develop links effectively, both orally and in writing with a range of audiences. (S)</p>	<p>Ability to speak and teach in another modern foreign language</p>

	ESSENTIAL	DESIRABLE
	<p>High level of personal skill in using and applying information and communication technology (ICT)</p> <p>Good organisational abilities and ability to delegate.</p>	
PERSONAL ATTRIBUTES	<p>The ability to be resilient under pressure and remain positive and enthusiastic.</p> <p>A commitment to continuous professional learning for both self and others</p> <p>A commitment to promote the wellbeing of all members of the school community</p> <p>A commitment to the promotion of the Welsh language and culture</p> <p>Ability to demonstrate sound and balanced judgement, decisiveness and flexibility</p> <p>Integrity, loyalty and sensitivity</p>	
OTHER REQUIREMENTS	<p>This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced with barred list check with the Disclosure and Barring Service. (DBS)</p> <p>Understand and demonstrate a willingness to promote positively the equal opportunities policy of The Council</p>	