



Job Description for Faculty Leader (Secondary School)

Name of faculty: _____

Name of post holder: _____

Date of appointment: _____

Purpose

The Faculty Leader will play a leading role in creating a strong professional culture based on inter-disciplinary teamwork and lively professional dialogue. S/he will provide professional leadership and management for Bangkok Prep to ensure that the faculty members work effectively as a team; that provision in the faculty is of excellent quality; that resources are used effectively; that standards of learning and achievement are very high and that the faculty is continually seeking to improve these standards and that creativity and innovation figure prominently in the faculty's approach to teaching and learning. S/he will play a key part in bi-directional communication between the Leadership Team and Heads of Department/Teachers.

Line Management Responsibilities

The Faculty Leader is responsible to the Secondary Head for:

- Leading learning in the faculty
- Oversee the management curriculum in the faculty
- Representing the faculty at meetings
- Communicating decisions to the faculty
- Sharing best practice in the faculty's subject areas
- Monitoring and continually improving the quality of teaching and learning in the faculty
- The introduction of new and innovative approaches to teaching and learning in the faculty where appropriate
- Leadership and management of the faculty staff team
- The continuing improvement of faculty provision
- The successful implementation of new policy within the faculty
- Chairing faculty meetings

The Faculty Leader will directly manage the Heads of Department within her/his faculty.

Main tasks

TEACHING AND LEARNING

- Provide pedagogic leadership for the faculty, playing a key part in raising standards of teaching and learning through the excellence of her/his own teaching and by supporting the professional development of her/his colleagues

MANAGEMENT OF STUDENTS' ATTAINMENT AND PROGRESS

- Devise, operate and monitor systems for tracking and improving students' attainment and progress within the faculty, making use of the school's database.
- Monitor the quality and effectiveness of monitoring, evaluation, recording and reporting (MERR) in the faculty
- Take responsibility for the use of relevant learning technologies within the faculty.

MANAGEMENT OF STAFF (including TAs and support staff)

- Create a climate of high quality professional dialogue, with constant striving for improvement and sharing of best practice between teachers from different subject areas, to enrich and enhance the learning process.
- Line manage the departmental heads and subject leaders within the department.
- Ensure that standards of teaching across the faculty are at the highest levels.



BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

- Play a leading role in the development of the policies required for the school.
- Develop, lead, motivate and manage the faculty's staff team.
- Participate where appropriate in the selection and appointment of staff.
- Implement policies and procedures for staff development, ensuring that the Bangkok Prep Performance Management system is well used to improve the faculty's provision, to meet the defined aims of the school development plan, and to facilitate the professional development of all members of the faculty's staff team.

MANAGEMENT OF CURRICULUM

- Devise and implement an enriched, challenging and continually improving curriculum, and the opportunities therein for curriculum enrichment, to ensure breadth, balance and relevance to all students, whatever their abilities, aptitudes and needs including provision for Gifted & Talented and Learning Support.
- Review the faculty's curriculum and its strategic development in the context of the secondary school as a whole, taking into account its international setting.
- Research and prepare reports for meetings.
- Identify and encourage action research within the Secondary School to assist with the development of curriculum.
- Ensure all schemes of work are up-to-date and available on the intranet and/or VLE.
- Identify and facilitate communication with relevant global communities of practice
- Ensure that the faculty team undertakes relevant ICT self-audit of knowledge, skills of ICT and the application of Learning Technologies within the relevant subject/year group.

FINANCIAL MANAGEMENT

- Prepare, present and negotiate the faculty's annual budget.
- Ensure the faculty provides good value for money through cost-effective and efficient curriculum delivery.
- Contribute to the short, medium and long-term planning processes having regard to financial implications.
- Ensure the faculty is adequately resourced for the introduction of new initiatives.
- Prepare and maintain an inventory of books and equipment within the faculty.

MANAGEMENT OF THE REPRESENTATION OF THE FACULTY WITHIN THE SCHOOL

- Maintaining highest level of student retention and participation.
- Ensure the faculty maintains a high profile in school.
- Ensure that the faculty is physically 'well presented'.

MANAGEMENT OF THE REPRESENTATION OF THE SCHOOL WITHIN THE COMMUNITY

- Establish, encourage and maintain strong curriculum links with local, regional and international organisations, including employers.
- Liaise with parents on faculty issues.
- Promote teaching/learning links with other schools.

The Faculty Leader will normally be expected to teach up to a 65% timetable.

This job description is subject to annual review.

Signed

Date