Head of Faculty (HoF) – Creative Arts

Purpose
As a member of the Academic Leadership Team (ALT), Heads of Faculty (HoF) and Heads of Department (HoD) play a lead role in enhancing and coordinating the quality of teaching and learning at classroom level, as well as promoting positive staff morale and the highest possible standards of student welfare and safeguarding. Heads of Faculty report to the Senior Leadership Team (SLT) and line manage the members of their faculty.

Line Manager
All HoF are formally responsible to the Principal who may delegate individual line management to another member of SLT. HoF/HoD participate in the annual Let’s Talk process in partnership with an SLT member and/or other appropriate colleague. The postholder works collaboratively with the SLT to ensure that all requirements of the IB programmes are met and that the standards of teaching and learning in their faculty/department are the best possible.

Key Characteristics of Subject Specific Post Holder
- A thorough understanding of the IB Middle Years and Diploma Programmes, including all requirements for its successful and continued implementation
- An awareness of educational best practices, globally, in support of the IB programmes and of effective learning, generally.
- The utmost integrity and a strong moral compass
- A genuine concern for students, in terms of educational provision, outcomes, and wellbeing
- A willingness to have honest, evidence-based professional conversations in support of programmatic improvement
- Awareness of, and support for, all Southbank International School programmes and goals.
- To co-ordinate Music and support school wide events at WES campus
- To facilitate and support all music links across Cognita schools
- To seek and present extra curricular student opportunities within and around London
- To actively build student participation in Art faculty (within and extracurricular projects)

Responsibilities: Programme Implementation
- Lead the development and delivery of the MYP and DP curricula for the faculty/department
- Coordinate the faculty/department’s contribution to interdisciplinary projects and programmes
- Remain up-to-date with IB curriculum proposals and developments and implementing changes where appropriate
- Understand the UK Independent Schools Standards and Regulations for ISI inspections, including Educational Quality and Compliance inspections
- Understand and support Cognita aims and initiatives in promoting effective educational practice
- Ensure colleagues contribute to the formulation and meaningful discussion of, and are informed of, whole-school initiatives and strategic developments, such as the School Improvement Plan, strategic plans and help implement new whole-school policies and procedures
- In collaboration with the Heads of sub-schools, coordinate the delivery of relevant extracurricular activities that promote the faculty/department

Responsibilities: Academic Leadership
- Lead and manage colleagues within the faculty/department
- Maintain regular two-way communication with relevant SLT member(s) regarding all faculty/department matters
• Preparing an annual departmental development plan, which aligns with and supports other school planning documents such the Strategic Plan and annual School Improvement Plan

• Promote discussions and awareness of curriculum development in their faculty/department, ensuring that the faculty/department unit plans are complete, up-to-date and accurate, and are effectively delivered by members of the faculty/department

• Ensure that departmental assessment and reporting practices reflect schoolwide agreements, processes and time lines in those areas, as determined by the MYP and DP Coordinators

• Collaborate with the MYP and DP Coordinators to monitor academic progress and to identify and coordinate academic support for students

• Oversee the revision of the curricula within the faculty/department

• Ensure the quality and punctuality of reports by members of the faculty/department

• Encouraging members of the faculty/department to use IT appropriately and innovatively in their teaching, implementing the guidelines of digital learning provided by the senior leadership team

Responsibilities: Professional Development

• Support professional growth and improvement within the faculty/department, including via the annual Let’s Talk process

• Promote a strong sense of teamwork within the department or faculty

• Represent the views of members of the faculty/department at relevant meetings

• Act as a mentor for new members of staff within the faculty/department

• In collaboration with Grade Level Leaders, support members of the faculty/department in the areas of student guidance, counselling and discipline

• Support the SLT in the recruitment new members of the faculty/department

• Encourage members of the faculty/department to involve themselves in external IB curriculum development and assessment

• Contribute to strategic professional development planning by discerning departmental and individual needs within the faculty/department and sharing these with SLT

Responsibilities: Administrative

• Monitor the security, safety and maintenance of all materials, furniture, rooms and staff and students when in the faculty/department, in accordance with published processes and procedures

• Be responsible for the maintenance and replacement of all books, materials and equipment within the faculty/department

• Develop and manage the annual faculty/department budget, including identifying future programmatic “needs” and “wants”

• Arrange and chair regularly scheduled faculty/department meetings and publish faculty/department minutes

• Attend all meetings that require the participation of Heads of Faculty/Department.

• Maintain an accurate, up to date faculty/department inventory, including an asset disposal component

• Maintain the faculty/department handbook, according to the criteria specified by the SLT

• Promote and oversee educational trips, including those organized by members of the faculty/department, while ensuring full administrative procedures are followed

• Coordinate course evaluations within the faculty and deliver a summary of relevant insights to the SLT

• Determine and coordinate media content related to their faculty/department pages (including website, handbooks, parent portal and any other official school medium).

• To oversee and Manage Instrumental Peripatetic Music lessons
Safeguarding Responsibilities

The safeguarding responsibilities on the role profile are in bullet points and are as follows:

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

The above is not an exhaustive list and other elements may be added, or those listed revised, over time. This job description is liable to variation to reflect changes in the requirements of the post.