

Job Description

Job Title	Head of Faculty - English (Maternity Cover one year)	Reporting to	Vice Principal: Quality of Education
Job Purpose	<ol style="list-style-type: none"> 1. The Head of Faculty is responsible for the leadership, staff deployment and daily operation of the English Faculty. 2. The Head of Faculty is accountable for student outcomes within Faculty subjects along with individual Faculty staff and subject leads. 3. The Head of Faculty will lead on the Faculty curriculum, its implementation and impact on student progress. 		
Liaising With (internal)	Subject staff/leads. Senior staff.	Liaising With (external)	Parents and The Trust
Supervising	The English Faculty	Contract	L8-L12
Key Responsibilities	<p>Teaching, curriculum and assessment Under the direction of the Vice Principal the Head of Faculty will:</p> <ul style="list-style-type: none"> • Establish and sustain high-quality teaching across subjects and phases, based on evidence • Ensure the teaching of a broad, structured and coherent curriculum • Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities • Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum <p>Additional and Special Educational Needs and disabilities Under the direction of the Vice Principal the Head of Faculty will:</p> <ul style="list-style-type: none"> • Promote a culture and practices that enables all pupils to access the curriculum • Have ambitious expectations for all pupils with SEN and disabilities • Make sure the academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate • Make sure the school fulfils statutory duties regarding the SEND Code of Practice. <p>Organisational management and school improvement Under the direction of the Vice Principal the Head of Faculty will:</p> <ul style="list-style-type: none"> • Establish and oversee systems, processes and policies so the Faculty can operate effectively. • Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care • Ensure rigorous approaches to identifying, managing and mitigating risk • Ensure effective use of budgets and resources 		

- Identify problems and barriers which limit Faculty effectiveness and develop strategies for Faculty improvement that are realistic, timely and suited to the school's context
- Make sure these Faculty improvement strategies are effectively implemented, maintained and have a positive impact on student progress, behaviour and attainment.

Staff management and professional development

Under the direction of the Vice Principal the Head of Faculty will:

- Manage Appraisal of staff by setting targets, monitoring performance, defining support and planning developments, which will lead to better outcomes for the students.
- Performance manage subject leads, including carrying out appraisals and holding staff to account for student and staff performance.
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- To monitor the progress made in subject plans and targets and evaluate the impact on student progress and attainment.
- Represent the Faculties views and interests at relevant meetings.
- Manage the day-to-day provision and deploy of relevant staff
- Analyse student and staff data data, providing reports to Academy Leaders, Governors and The Trust when required.

Governance, accountability and working in partnership

Under the direction of the Vice Principal the Head of Faculty will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

School culture and behaviour

- Support the aims, ethos, vision and policies of the academy.
- Contribute to the management of high student academic standards, good attendance and behaviour.

	<ul style="list-style-type: none"> • Uphold educational standards across English in order to prepare pupils from all backgrounds for their next phase of education. • Use financial and resource management innovatively and wisely. • Use consistent and fair approaches when managing behaviour in line with the school behaviour policy. • To support at Open Evenings, Marketing Events, Recruitment Visits, Consultations and Progress Reviews to improve recruitment and retention of students.
Compliance, Restrictions & Enablers	<p>Compliance with all policies and procedures of the Academies including, but not limited to:</p> <ul style="list-style-type: none"> • Health, Safety & Security • Data Protection legislation and best practice • Freedom of Information legislation and best practice • Child Protection, including DBS enhanced disclosure requirements • Equal Opportunities & Diversity

Person Specification

Job Title	Head of English Faculty (Maternity Cover)	Reporting to	Vice Principal – Quality of Education	
			Essential (E) or Desirable (D)	Evidence
Education, Qualifications, Training <ul style="list-style-type: none"> • Educated to Degree level • Qualified Teacher Status • Professional development in preparation for a leadership role 			E E D	Application Application Application
Skills, Knowledge & Experience <ul style="list-style-type: none"> • A record of successful teaching at Key Stage 3 and 4 • Good knowledge of safeguarding and Child Protection Issues • Minimum of 5 years teaching experience • Experience at leadership level in support of pupil with additional needs • Staff management experience • Good understanding of whole school issues • Ability to hold others accountable by challenging poor performance and setting objectives • Strong understanding of the analysis and use of data to make improvements • Involvement in school self-evaluation and development planning • Excellent communication skills (written & verbal) • Planning, prioritising and managing workload in an environment of conflicting demands • Leadership and management experience in a school 			E E E D E E E E E E E E E E E D	Application Interview Application Application/Interview Application Interview Interview Assessment Interview/Application Interview Interview/Application Interview/Application Interview/Application
Personal Qualities <ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Strong outgoing personality • Able to build effective and positive working relationships • Organised and methodical approach to work 			E E E E E E E E E E	Reference/Interview Reference/Interview Reference/Interview Interview Reference/Interview Interview Interview Interview Interview Interview

<ul style="list-style-type: none"> • Good sense of humour • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development 	E E E E	Interview Interview Interview Interview
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All employees are subject to an enhanced DBS check, according to current statutory requirements.