## Job Description

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| Job Title: | Director of Faculty (English & MFL) |
| Reference: | X00022 |
| Reports to: | Vice Principal: Head of School |
| Responsible for: | Head of subjects and key subject staff |
| Salary range: | MPS/UPS |
| Contract: | Teachers T&C |

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| Main purpose of the role: | The Director of Faculty will be responsible for ensuring the that the curriculum of subjects within the faculty have an inspirational vision which aligns with that of the Academy. They will narrate the subject intent with clarity.  The post holder will ensure that progression maps are cohesive and build upon prior knowledge, planning the sequence of learning from 0 -19 years within the specified subject domains; they will support and monitor teachers in the delivery and implementation of these ambitious plans.  The Director of Faculty will be responsible for the curricular impact and Academic outcomes of students studying these subjects. All Directors are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental vision within the Faculty. | |
| Main duties: | 1. To instigate and develop an innovative approach to faculty subjects that will stimulate excellent outcomes for all students. 2. To lead the intent, implementation and impact of the faculty subjects. 3. To ensure the effective deployment of resources across the subjects within the faculty. 4. To work with other Directors to provide an integrated coherent approach to teaching and learning. 5. To provide specialist subject expertise across all phases in the Academy. 6. To support the Community Cohesion, focus within the Academy. 7. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Strategic Leadership**  The post holder will be expected to:   * Develop and implement a strategy for the approach to the delivery of faculty subjects across the Academy. * Set ambitious targets and goals for the subjects within the faculty. * Develop and implement partnerships which enhance the study of subjects within the faculty. * Operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies. * Support and help to instil the ethos of the Academy in support of the Principal and Senior Leadership Team. * Promoting and celebrating the Christian ethos of the Academy in accordance with its aims and curriculum policies. | |
|  | **Curriculum Management**  The post holder will be expected to   * Designing and implementing a curriculum in faculty subjects that meet the aims of the Academy and the needs of all students. * Evaluating National and International initiatives to promote learning and incorporating appropriate elements into the Academy’s strategy for faculty subjects. * Working with other Directors to agree schemes of work so that the content of courses is complementary and so provides students with a broader understanding and curriculum connections with other fields of study. * Ensuring that the statutory requirements of the National Curriculum are met. * Ensuring curriculums are aimed to meet the needs of all learners, including those with Special Educational Needs. * Evaluating the design and delivery of the curriculum for the faculty subjects; continuously striving to improve all aspects. * Monitoring and evaluating the quality of the faculty subject’s curriculum. * Setting targets for student achievement in all subjects within the faculty. * Ensuring that there is an effective assessment, recording and reporting system of student progress. | |
|  | **Financial Management**  The post holder will be expected to:   * Setting long term and short-term budgets for resourcing the faculty subjects appropriately and effectively. * Monitoring actual spend against forecast. * Making sure that ‘Best Value’ principles are applied to all appropriate purchasing decisions. * Evaluating use of financial resources to ensure that desired outcomes are met. * Advising the Director of Finance and Operations of potential additional funding for subjects within the faculty and assisting with the bidding process. * Exploiting business opportunities to improve the resources of the Science Department. | |
|  | **People Management**  The post holder will be expected to   * Motivate and inspire staff and students to achieve their objectives and those of the Academy. * Creating an environment of open-mindedness, fairness and harmony between groups and individuals. * Working proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes. * Advising the Senior Leadership Team about the recruitment and retention of high-calibre staff. * Implementing ‘Best Practice’ Academy performance management processes so as to provide a positive framework for staff development and achievement. * Evaluating the staff development programme and liaising with the Director for Teaching and Learning to modify as appropriate. * Providing overt support to staff to enable them to effectively implement the policies of the Academy. * Monitoring and evaluating attendance and absence management policies for staff within the faculty subjects. * Creating an environment where there is visible acknowledgement that everyone’s contribution is valued so that a climate of ‘us and them’ does not evolve. | |
|  | **Facilities Management**  The post holder will be expected to   * Ensuring that physical resources to deliver the curriculum are acquired prior to the opening of the Academy and are maintained effectively thereafter. * Making sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum. * Ensuring that the interior and exterior of the building are maintained to a high standard that reflects the ethos of the Academy. * Managing the security and Health & Safety aspects including legal obligations. * Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Essential** | **Desirable** |
| Qualification | * Hold a good honours degree or equivalent and a recognised teaching qualification (e.g. PGCE); * Evidence of Continuing Professional Development relevant to the role. |  |
| Experience | * Proven strong, effective leadership and people management skills. * Experience of developing the teaching of others through mentoring and coaching. * Experience of supporting pupils/students of differing abilities and backgrounds. * A strong awareness of whole school and wider educational issues and current developments. * Experience of developing and implementing a new curriculum offer. * Have an excellent working knowledge of the most up to date thinking and Educational Research relating to Curriculum design and Assessment. | * Experience in a middle/senior leadership role within similar setting. * A proven track record in leading, challenging and supporting staff in raising standards or sustaining very high standards. * Have successfully used strategies to improve pupil/student achievement. |
| Skills | * The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential * Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils * Ability to develop in pupils the skills to work independently and collaboratively * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. * Creative and innovative. * Excellent facilitation and presentation skills suitable up to and including senior managers. * Data and IT literate with good IT skills. * Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. * Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/pupils and parents. * Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions. | |
| Qualities | * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |