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**Job Description**

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| **Post Title:** | TEACHER – FACULTY LEADER OF ENGLISH |
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| **STRATEGIC DIRECTION & DEVELOPMENT OF THE SCHOOL**  To support the vision and strategic view of the Headteacher & Governing Body for the school in its service to the community.  *To provide strong inspirational leadership of the English Faculty and provide high quality learning and teaching opportunities for colleagues and students.*  *The faculty leader will work closely with the leadership team to support whole school key priorities and establish community links that will encourage successful transition and community engagement.* | |
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| **Key responsibilities** | * Establish high standards for learning and teaching within the faculty based upon excellent subject knowledge, exemplar teaching and enthusiasm for the role. Review schemes of work and ensure an innovative and imaginative curriculum is offered to all students. * Produce a faculty SEF, faculty policies, observe teaching, appraise key staff, have a keen grasp of school and national data, exam analysis and keep clear records. Be able to use all of this ensure the faculty is successful and know how and where to implement action plans. * Be able to manage and lead people successfully, solve problems and make decisions, show support and maintain a positive environment for learning and teaching. * Support the school in successfully engaging with the wider community to strengthen our transition and community engagement programmes |
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| **Reporting to:** | SLT |
| **Responsible for:** | All aspects of leadership and teaching within the English Faculty |
| **Liaising with:** | Headteacher, Deputy Headteacher, teaching & support staff, external agencies and parents. |
| **Working Time:** | 195 days per year. Full-time |
| **Salary/Grade:** | TLR 1B (£9,474) |
| **Disclosure level** | Enhanced |

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| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To lead the development of appropriate syllabi, resources, schemes of work, homework and marking policies, assessment and teaching and learning strategies in the faculty. * The day- to- day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources. * To actively monitor and follow up student progress. * To implement school policies and procedures. * To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of school. * To establish the process of the setting of targets within the faculty and to work towards their achievement. * To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the department. * To contribute to the school procedures for lesson observation. * To implement school quality procedures and to ensure adherence to those within the faculty. * To monitor and evaluate the curriculum area/faculty in line with agreed school procedures including evaluation against key priorities and performance criteria. * To seek/implement modification and improvement where required. |
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| **Curriculum Provision:** | To liaise with the leadership team to ensure the faculty offers a curriculum which complements the school’s strategic key priorities. |
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| **Curriculum Development:** | To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Mission and strategic objectives. |
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| **Staffing** | * Motivate and manage all staff in the faculty including support staff and temporary staff. Create a harmonious working environment. * Oversee staff timetables/deployment and departmental schemes of work * Facilitate staff development through the appraisal process . * Make appropriate arrangements for classes when staff are absent, ensuring suitable cover within the faculty liaising with the Learning Supervisor/relevant staff to secure appropriate cover within the department. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. |
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| **Quality Assurance:** | * Ensure that the faculty’s teaching commitments are effectively and efficiently time-tabled and roomed. * Completion of the faculty SEF within the academic year to be used to inform future faculty and whole school strategies, * Meet with the governing body for validation. |
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| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system. * To make use of analysis and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the quality assurance cycle for the faculty. |
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| **Communications:** | * To ensure all members of the faculty are familiar with its aims and objectives * To communicate and consult effectively with the parents of students as appropriate. * To provide appropriate content for the school newsletter, twitter feed and website. * To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies. * To meet with the governing body for validation meetings * To represent the faculty’s views and interests. |
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| **Marketing and Liaison:** | * To work closely with the school’s marketing and communications coordinator to ensure that the faculty is engaged in the whole school marketing strategy * To contribute to the development of effective subject links with external agencies. * To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. |
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| **Management of Resources:** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty’s budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * Utilising business opportunities to improve the resources of the Mathematics faculty |
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| **Pastoral System:** | * To monitor and support the overall progress and development of students within the faculty, looking at attendance, progress, behaviour and homework. * Identify students of higher or lower ability and offer an enriching curriculum that stretches them. * Ensure that the faculty recognises and supports students with SEN or EAL requirements * Advise students regarding options or post 16 choices. |
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| **Teaching:** | Undertake an appropriate programme of teaching. |
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| **Other Specific Duties**: |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To continue personal development as agreed. * To engage actively in the performance review process. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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| This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

Date: May 2017