

Job description

Faculty Leader of English, Ebor Academy Filey

Job term: Permanent

Closing date for applications: **Tuesday 8 May 2018**

Interviews: **Week commencing 14 May 2018**

Responsible to: Headteacher

PURPOSE OF ROLE:

To take a specific lead in the English department ensuring sustained improvement occurs in the quality of teaching and learning in this subject area whilst sharing in the leadership of the academy by working in partnership with the school leadership teams and Trust management, to provide an outstanding education for our children.

ROLE OUTLINE:

- To have strategic leadership for developing an engaging creative curriculum within English.
- To ensure the quality of teaching, learning, assessment and pupil progress within English
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To carry out the professional duties of a teacher as required, with the expectation that teaching is outstanding
- To share leadership of the academy as a member of the senior leadership team.

The Faculty Leader will be responsible for the leadership and management of the English department the Academy. As Faculty Lead you will ensure that attainment is either good or outstanding in this curriculum area and will ensure students make strong progress. The postholder will ensure that the curriculum team is well led and that colleagues are developed as professionals. This role also provides line management responsibility for the MFL department in school.

PERFORMANCE REVIEW: The Faculty Leader of English will have an annual performance review in line with the Trust's performance management policy. This will take place in September each year and will make a recommendation as to any salary increase on a bi-annual basis.

LEADERSHIP DUTIES AND RESPONSIBILITIES

Shaping the future

- In partnership with the Headteacher and school management team, implement an ambitious vision and ethos for the future of the school, contributing to the identification of key areas of strengths and weaknesses in school and the self-evaluation of the school.

- Through leading a key, core subject, play a leading role in the school's improvement and self-evaluation planning process.
- Manage Faculty resources effectively.
- Devise, implement and monitor action plans and other policy developments.
- Keep the aspirations of the academy at the fore when working with staff and be vocal in promoting this vision.
- Lead by example to motivate and work with others.
- Lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the headteacher to raise standards through performance management, particularly in the English department.
- Take an active role in the development and delivery of training and support for staff in the Faculty, and wider school where relevant.



- Share responsibility for the analysis of key school performance data to ensure improvement in standards is promoted, take specific responsibility for the data relating to the English department.
- Lead the development and review of all aspects of the English curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the Faculty, including lessons observations to ensure consistency and quality.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the Faculty.

Developing self and others

- Actively support and promote the development of collaborative approaches to learning within the Faculty and beyond.
- Participate as required in the selection and appointment of teaching and support staff, organise and support staff induction and manage as appropriate.
- Be an excellent role model for staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for the English department, including statistical analysis of pupil groups, progress data and target setting.
- Work with the headteacher to deliver an appropriate programme of professional development for Faculty staff, including the Trust's performance management programme.

Managing the organisation

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Promote health and safety and safeguarding good practice across the academy.

Strengthening community

- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Promote positive relationships and work with colleagues in other schools (including feeder schools) and external agencies.

Additionally the postholder will be required to undertake any relevant professional duties designated by the Headteacher.

STANDARDS FOR TEACHERS

The post holder must adhere to the most recently published teachers' standards as set out by the Department of Education.

These standards set the minimum requirements for a teacher's practice and conduct.

Please make reference to the standards at:

www.gov.uk/government/publications/teachers-standards

