



The British School Yangon

Job Description - Head of Faculty

Languages and Literature

Heads of Faculty provide professional and inspirational leadership and management for a faculty area to secure high quality teaching and learning, effective use of resources and improved achievement for all pupils.

All Heads of Faculty need to demonstrate the skills and experience necessary to provide educational leadership across the relevant subject areas. They play a key part in raising teaching and learning standards through the quality of their own teaching, their leadership of the curriculum area and by supporting the professional development of their colleagues. All Heads of Faculty are expected to support and contribute to the school development plan.

The Head of Faculty, will have a key role to play in driving forward the quality of academic provision and helping BSY to deliver its promise of providing a world class education. Highly visible, ambitious and professional, full-time members of our team, Heads of Faculty will inspire students and staff through their high expectations, passion for learning and dedication to raising achievement.

Core Responsibilities

The Head of Faculty, Languages and Literature will:

1. Lead the delivery and development of English, EAL, media studies and modern foreign language (MFL) across the secondary school.
2. Look for opportunities to enrich the language and literature curriculum where appropriate, and generate and support ideas on the use of language and literature to enrich other curriculum domains.
3. Organise, lead and hold extracurricular activities and events, including trips, to raise the profile of languages and literature within the community.
4. Develop links with other institutions in the field of languages and literature to create opportunities for our teachers and students.

Other Key Leadership Responsibilities

1. Have knowledge and understanding of relevant subject area(s) and the most recent developments in curriculum, assessment and pedagogy and plan for their implementation as appropriate.
2. Lead the development of programmes of study for all key stages including selecting the most appropriate public exam courses and producing the subject (I)GCSE and IB options booklet entries.
3. Play a full role in advising pupils, parents and the Head of Secondary of the suitability of pupils for (I)GCSE and IB subjects.
4. Ensure that teaching and learning methods are impactful, based on evidence and appropriate to the subject.
5. Ensure the effective development of pupils' literacy and numeracy through the subject.
6. Ensure the effective, consistent use of school systems and data for target setting, tracking, interventions, reporting and communicating with colleagues, parents and other key stakeholders.
7. Monitor the progress made in achieving faculty plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
8. Make sure that the faculty makes an active contribution to subject enrichment, beyond the confines of the prescribed curriculum.
9. Lead professional development through example and support, and co-ordinate the provision of high quality professional development through coaching and utilising other sources of expertise as necessary through the BSF, local cluster groups, higher education and subject associations.
10. Establish clear expectations and constructive working relationships among staff, including through teamwork and mutual support; devolving responsibilities and delegating tasks, demonstrating good evaluative practice, and embracing accountability and mature professional dialogue.
11. Establish staffing and resource needs and advise the Head of Secondary and senior leaders of likely priorities for expenditure, allocating available resources with maximum efficiency to meet the objectives of the school, subject plans and achieve value for money.
12. Communicate regularly with the pastoral teams, sharing information to support student success.

The British School of Yangon

Signed:

Adam Johnson

Headteacher

Date:

Employee

Signed:

Date: