



**HAMPSTEAD SCHOOL**  
Learning together Achieving together

## HEAD OF FACULTY – ENGLISH & MEDIA APPLICATION PACK



- Job Profile & Person Specification – Head of Faculty – English & Media
- Application Form – *please download from the School's website*  
[www.hampsteadschool.org.uk/page/?title=Vacancies&pid=84](http://www.hampsteadschool.org.uk/page/?title=Vacancies&pid=84)





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**Head of Faculty: English & Media**  
**TLR 1d (c£13027)**

Inner London pay range  
**Required for September 2018**

Due to promotion we are seeking an outstanding leader in English who will have the presence, experience and vision to further develop this very successful faculty. English & Media is a well-respected and innovative faculty, holding the PTI kitemark.

We need you to be:

- Committed to inspiring and motivating our students through the highest expectations
- A team player with excellent subject knowledge and ability to teach through to A Level
- A leader with strong communication skills wanting the best for each student
- A cracking teacher with proven outcomes, enthusiastic and optimistic in your approach.

In return as a people-centred organisation, we offer an outstanding employee support package alongside proven support with professional development including study at Master's level. As a long standing Investor in People, Hampstead School has an enviable record of enabling rapid career progression at all levels.

*"Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils". (Ofsted)*

*"Fizzes with activity" (Good Schools Guide)*

*"An exceptional climate for learning" (Challenge Partners)*

Details and application form can be downloaded from our website.

Closing Date : 19 February 2018 (1000)

Interview Date: 21 February 2018

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

**11 – 19 Mixed Comprehensive N.O.R: 1300 (270 in Sixth Form)**

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133

Email: [vacancies@hampsteadschool.org.uk](mailto:vacancies@hampsteadschool.org.uk)

Website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)





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### JOB PROFILE

**Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>Post Title:</b>	<b>HEAD OF FACULTY ENGLISH &amp; MEDIA</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To optimise standards of student attainment and achievement within the Faculty and to monitor and support student progress</li> <li>To be accountable for the quality assurance of student progress and development within the Faculty</li> <li>To develop, enhance and monitor the teaching practice of others</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and personalised curriculum for students in the Faculty in accordance with school vision, aims and Governing Body policies</li> <li>To be accountable for leading, managing and developing the faculty curriculum area including staff, financial and physical resources</li> <li>To actively engender a high level of professionalism, shared sense of purpose and positive emotional climate in the school</li> <li>To create a vision, sense of purpose and pride in the Faculty</li> </ul>
<b>Direct Reporting :</b>	Senior Leadership Team assigned Line Manager
<b>Responsible for:</b>	All Faculty personnel
<b>Operational &amp; Strategic Planning</b>	<ul style="list-style-type: none"> <li>To lead the development of appropriate specifications, resources, schemes of learning, assessment and marking policies, and teaching for learning strategies in the Faculty</li> <li>The day-to-day management, control and operation of Faculty service delivery, including human and physical resources</li> <li>To systematically track, monitor and follow up student progress</li> <li>To implement and monitor School Policies and Procedures</li> <li>In liaison with colleagues to formulate aims, objectives and strategic plans for the Faculty which meet student need and have coherence and congruence with and contribute to the School Improvement Plan</li> <li>To liaise with colleagues to ensure that service delivery holistically reflects the School's distinctive ethos and mission</li> <li>To ensure that Health and Safety policies and practices are carried out in-line with specified requirements</li> </ul>
<b>Curriculum Provision, Development &amp; Service Delivery</b>	<ul style="list-style-type: none"> <li>To be accountable for the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum within the Faculty</li> <li>To lead curriculum development in the Faculty, keeping up to date with national developments and teaching practice and methodology</li> <li>To maintain accreditation with relevant external organisations</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>To ensure the efficient and effective deployment of all Faculty staff</li> <li>To implement Performance Management, ensuring that appropriate national standards and resultant staff development needs are met</li> <li>To make appropriate arrangements for staff absence including appropriate cover work</li> <li>To interview candidates and to ensure effective Faculty induction</li> <li>To inspire Faculty members by personal example, promoting teamwork and intrinsic motivation</li> <li>To participate in the school's ITT and NQT programmes</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality assurance systems including school quality of service procedures and lesson monitoring</li> <li>To implement target setting and target achievement procedures</li> <li>To establish Faculty standard operating procedures</li> <li>To monitor and evaluate the Faculty in line with School procedures for evaluation against quality standards and performance criteria</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To maintain accurate and up-to-date Faculty information</li> <li>To make use of analysis and evaluate performance data provided</li> <li>To identify interventionist action on issues arising from data, systems and reports reviewing progress on the action taken</li> <li>To produce reports within the quality assurance cycle for the Faculty</li> <li>To actively engage with information on examination performance</li> <li>To provide the Governing Body with relevant information relating to the Faculty's performance and development</li> </ul>
<b>Communications &amp; Service Orientation:</b>	<ul style="list-style-type: none"> <li>To ensure vision ownership and engagement from all Faculty staff</li> <li>To ensure effective communication/consultation with parents</li> <li>To communicate and co-operate with stakeholders outside the school and to actively promote the school's ethos when doing so</li> <li>To represent the Faculty's views and interests</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To contribute to the School liaison and marketing activities</li> <li>To lead the development of effective Faculty subject links with partner schools, external agencies and the community.</li> <li>To actively and loyally promote the school and its corporate well-being at all times</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To manage the available resources of space, staff, money and equipment efficiently in line with "Best Value" principles.</li> <li>To make recommendations for effective and efficient timetabling and rooming</li> </ul>
<b>Pastoral Care &amp; Welfare System:</b>	<ul style="list-style-type: none"> <li>To monitor and support the overall well-being, progress and development of students within the Faculty</li> <li>To monitor student attendance, progress and performance in relation to targets ensuring that interventionist strategies are implemented</li> <li>To contribute to aspects of PSHE, IAG, WRL as appropriate</li> <li>To ensure the Behaviour for Learning system is implemented in the Faculty so that effective learning can take place</li> <li>To liaise with pastoral staff in the implementation of the school's pastoral system and the 5 outcomes of Every Child Matters</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise</li> <li>To undertake an agreed whole school responsibility</li> </ul>

#### **OTHER CORE DUTIES::**

- To continue personal development as agreed
- To be generally responsible for safeguarding and promoting the welfare of students
- To undertake any other duty as specified by STPCD not mentioned in the above
- To take the lead in courtesy to colleagues and in modelling the school ethos to visitors and callers
- Heads of Faculty 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 profile.

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

This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



**Head of Faculty: English & Media  
Person Specification**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant degree/ QTS in English</li> <li>• Excellent record of punctuality and attendance</li> <li>• On appointment, enhanced DBS check associated with ability to promote safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• Recent CPD in relation to leadership and management.</li> <li>• Further professional qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience across the 11-16/18 age range, to include recent substantial leadership and management experience</li> <li>• Exemplary classroom practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration of a range of proven teaching for learning strategies</li> <li>• Impact on the practice of others</li> </ul>
<b>Ability / Skills</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate deep knowledge of contemporary issues in the given area of education</li> <li>• Ability to inspire and liaise with colleagues across the school in promoting the faculty</li> <li>• Strong interpersonal skills linked to the ability to lead mentor, coach and develop</li> <li>• Strategies for implementing policy into practice linked to Quality Assurance</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to acquire skills as appropriate</li> <li>• An articulated whole school view</li> <li>• Knowledge of national educational policy, priorities and initiatives</li> <li>• A reflective practitioner</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Awareness of equal opportunities issues and how these could be explicitly addressed within the curriculum</li> <li>• Strategies for addressing issues related to pace, challenge and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the contemporary agenda within equal opportunities</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• A sense of perspective and manifest enthusiasm and drive</li> <li>• Ability to work hard and prioritise within competing deadlines</li> <li>• A commitment to comprehensive education, inclusion, teamwork and a collegiate approach</li> <li>• High degree of emotional intelligence</li> </ul>	<ul style="list-style-type: none"> <li>• Resourcefulness, flexibility and adaptability</li> <li>• Desire and potential to progress to further promotion</li> </ul>