

**JOB DESCRIPTION**

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| **POST** | Head of Faculty |
| **FACULTY** | English |
| **SUBJECT RESPONSIBILITIES** | English Language & English literature |
| **LEVEL** | Middle Leadership Team |
| **RESPONSIBLE TO** | Assistant Vice Principal / Vice Principal |
| **RESPONSIBLE FOR** | Assistant Head of Faculty, relevant subject teachers |
| **LIAISING WITH** | Governors, Principal, Vice Principals, Assistant Vice Principals, other Heads of Faculty, Student Support Services, outside agencies and relevant staff with cross-school responsibilities, students, and parents/carers. |

**JOB PURPOSE**

The purpose of the job is to lead the development and the management of the Faculty and to play a full part in the life of the CTC community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

**Key areas and Accountabilities**

1. To be accountable for leading, managing and developing the Faculty.
2. To raise standards of student attainment and progress within the Faculty and to monitor and support student achievement.
3. To develop and enhance the teaching practice within the Faculty.
4. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum within the Faculty.
5. To manage and deploy effectively staff, financial and physical resources within the Faculty to support departmental and CTC improvement plans.
6. To undertake an appropriate programme of teaching and participate in supervisory duties as required.

**MAIN / CORE DUTIES**

**Strategic & Operational Planning**

1. To lead the development of 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 the CTC.
2. To ensure that all members of the Faculty are familiar with individual departmental aims and objectives within the framework of the academy improvement plan.
3. To lead on the establishment of the Faculty improvement plan and contribute to other self evaluation processes.
4. To implement academy Policies and Procedures.

**Learning & Teaching**

1. To establish common standards of practice within the Faculty.
2. To develop teaching and learning strategies in Faculty subjects reflecting the latest methodologies and best practice.
3. To provide support in ensuring relevant action is initiated in response to poor or inappropriate student behaviour in line with the CTC’s behavioural policy.
4. To oversee the application of ICT and e learning technologies within the faculty to provide open learning opportunities to assist raising standards and progress.

**Standards & Progress**

1. To increase the proportion of students achieving grades A\* to C and A\* to A.
2. To ensure that all available data is used in planning, in assessment and teaching and learning to enable all student groups to make appropriate progress.
3. To monitor, follow up and report on student progress actively and promptly.
4. To ensure the maintenance of accurate and up-to-date information concerning the Faculty on the MIS or other information systems, as specified by the CTC.
5. To contribute to the CTC procedures for quality assurance of teaching and learning including the assessment and moderation of students’ work.
6. 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.
7. To report on student performance as required.
8. To provide the Governing Body with relevant information relating to performance in and development of the Faculty.

**Curriculum Management & Development**

1. To ensure the delivery of an appropriate, comprehensive, high quality, differentiated and cost-effective curriculum programme in the Faculty.
2. To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the Faculty.
3. To implement curriculum developments in response to local and national initiatives
4. To lead Faculty and subject meetings and ensure a record of such meetings is available to members of the Faculty, line managers and the Principal.
5. To provide appropriate support to the Exams Team in the preparation for and delivery of examinations
6. To ensure examination documentation is provided promptly and accurately to enable accreditation to be maintained.

**Staff Management & Development**

1. To promote teamwork and to motivate staff to ensure effective working relations.
2. To be responsible for the day-to-day management of staff within the Faculty and act as a positive role model.
3. To ensure the efficient and effective deployment of staff and physical resources including timetabling and rooming.
4. To be responsible for the management of Faculty staff.
5. To manage performance within the faculty and undertake formal reviews in accordance with designated time scales.
6. To manage underperformance in accordance with the CTC disciplinary and capability procedures.
7. To be responsible for the professional development of staff members and to support individual staff needs
8. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is set.
9. To participate in the staff recruitment process when required and to ensure effective induction of new staff in line with CTC procedures.

10.To effectively support and manage the faculty’s involvement in teacher training programmes.

**Resource Management**

1. To take responsibility for maintaining the standards of the area occupied by the Faculty.
2. To ensure that Faculty Health and Safety policies and practices, including Risk Assessments, meet legal requirements and are updated when necessary in consultation with the Facilities Manager.
3. To manage the Faculty budgets, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

**Partnerships**

1. To ensure effective and prompt communication/consultation as appropriate with the parents/carers of students, including reports, parents evenings and ad hoc meetings / contact, as appropriate.
2. To collaborate with other schools, colleges, academies, HEI’s, and other organisations for purposes of departmental improvement.
3. 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.

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.

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

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**PERSON SPECIFICATION**

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| **POST** | Head of Faculty | | |
|  | **Criteria** | **Essential/**  **Desirable** | **Method of Assessment** |
| **Education & Qualifications** | * Relevant teaching qualification * Qualified to degree level or equivalent experience | E  E | Application  Application |
| **Experience & Knowledge** | * Evidence of up to date professional development & training * Experience of line management or supervision of staff and of performance management * In depth knowledge of current educational and curriculum developments and their impact on teaching and learning * Demonstrable knowledge and experience of child protection procedures * Proven excellence as a classroom practitioner * Thorough knowledge of the National Curriculum requirements for the Faculty area | E  D  E  E  E  E | Application  Application/Interview  Interview  Interview  Application/Interview |
| **Skills & Abilities** | * Ability to maintain order and discipline in a positive learning environment * Ability to use ICT for planning, delivery and record keeping * Ability to work with and manage confidential information * An awareness of strategies required to motivate and enthuse a diverse range of students and staff * Proven ability of building and maintaining excellent relationships with staff, teams, parents/carers and students * Proven ability to lead and operate within a team in a consultative structure * Ability to plan, organise, prioritise and delegate workload effectively and meet deadlines * Ability to evaluate standards of learning and teaching in the subject area | E  E  E  E  E  D  E  E | Application/Interview  Application/Interview  Application/interview  Application/interview  Application/Interview  Application/Interview  Interview  Interview |
| **Personal Qualities** | * Professional and confident manner * Commitment to teaching across the age and ability range * Self-motivated, with an ability to initiate and complete both routine and non-routine work, as required * Enthusiastic, positive outlook and sense of humour * Ability to lead, inspire and motivate students and staff * Willingness to extend own skills and knowledge through professional development and training * Ability to lead by example, upholding and supporting academy aims and ethos; setting and maintaining high standards,; willingness to contribute to wider academy activities * Ability to remain calm under pressure, especially when dealing with competing or changing priorities, and maintain a healthy work-life balance * Ability to accept the demands of the post in a flexible and adaptable manner | E  E  E  E  E  E  E  E  E | Interview  Interview  Interview/Reference  Application/Interview  Application/Interview  Application/Interview  Reference  Interview/Reference  Interview/Reference  Interview/Reference |

Essential: essential for the successful performance of the role

Desirable: desirable, but can be achieved through on-the-job training or experience

Date: May 2017