**Head of Faculty Job Description**

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| Title and TLR of Post | **HEAD OF FACULTY** |
| Job purpose | The Head of English is responsible for the leadership, development and management of the English department throughout the academy, ensuring that each student is positively encouraged to develop their potential to the full. The Head of English is also responsible for leading, developing and enhancing the teaching practice of staff in the department.  These professional duties are to be carried out as circumstances may require, under the reasonable direction of the Principal and Link College Leader |
| To whom the post holder reports | The post holder is responsible to the:   * Principal in all matters * The Governing Body in the Principal's absence. * The Link College Leader   The post holder is expected to interact on a professional level in order to promote a mutual understanding of the curriculum and its impact on the school policy and practice, with the aim of improving teaching and learning within the faculty and across the Academy.  The post holder will also be expected to network and liaise across the family of schools and wider, to ensure a consistency of approach. |
| The persons line managed by the post holder | The post holder is responsible for:   * all members of teaching and support staff within the faulty * the students within the faculty |
| Duties and responsibilities specific to the post | **Strategic Direction:**   * Formulate and support the aims, ethos, vision and policies of the Academy. * Develop positive working relationships and sustaining motivation across the Academy. * Develop, implement, monitor and maintain policies and practices which reflect the Academy's commitment to high achievement, and which are consistent with national and Academy strategies and policies. * Monitor the progress made in achieving subject plans and targets and evaluate the impact on teaching and learning * Establish priorities for development and contribute to whole-Academy development planning. * Organising Key Stage 3, GCES, A level and other examination entries, with the Examination Officer where relevant; devising appropriate entrance examination papers and mark schemes for prospective students and marking, as necessary.   **Teaching and Learning:**   * Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods. * Take a lead role in supporting the monitoring and evaluation of teaching and learning across the faculty and the Academy and contributing to the completion of the SEF and the development of improvement plans. * Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data. * Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning. * Evaluate the quality of teaching and standards of achievement, setting targets for quality controlled improvement * In conjunction with colleagues, develop consistency and progression in the 11-19 programmes   **Leading and Managing Staff:**   * Make effective use of staff expertise and assist the Principal in the performance management and professional development of staff * Recruit and select staff where appropriate. * Develop coaching and mentoring systems to ensure the support and development of all staff working within the Faculty. * Plan, delegate and evaluate work carried out by teams and individuals, and ensure a consistent approach across the Academy. * Promote a creative and collaborative working environment. * Create, maintain and enhance effective relationships. * Supporting and contributing to the extra-curricular and enrichment programmes of the academy; participating in clubs/activities; encouraging and developing departmental involvement   **Resource Management:**   * Identify resources needed to meet the learning needs of pupils and advise the Principal/ Governing Body of priorities for expenditure. * Monitor and control the use of these resources. * Ensure a working environment which pays due regard to health and safety requirements * Assist the Principal in formulating and presenting reports to the Governing Body.   **Accountability**   * Provide an annual analysis of results for the Senior Leadership * Provide a written annual report for governors * Present a faculty update for governors on request |
| Generic duties and responsibilities | To work within the framework of national legislation and in accordance with the provisions of School Teachers Pay and Conditions document. In addition, the post is subject co compliance with:   * Academy policies and guidelines on the curriculum and Academy organisation. * County policies. * The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment. * Common core of skills and knowledge for the children's workforce.   The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document. |