**Job Description for Faculty Leader: English**

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| **Post Title:** |  | | **Faculty Leader – English** |
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| **Purpose:** |  | | * To provide a vision and professional leadership and management for English that sets high expectations and support for all while making the subject vibrant and engaging. * To secure high quality teaching and learning. * To provide a broad, balanced and differentiated curriculum. * To manage the financial and physical resources within the department to support the curriculum. * To serve as an effective member of the Senior Leadership Team and take on the responsibilities and duties associated with that role, including contributing effectively to school decisions and policies and duties. |
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| **Reporting to:** |  | | Head Teacher and his designees |
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| **Responsible for:** |  | | Progress Co-ordinator, teaching staff and other relevant personnel within the department. |
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| **Liaising with:** |  | | Head/Deputy Head/Assistant Heads, other FLs and relevant staff with cross-school responsibilities, relevant non-teaching support staff, Governors, LEA staff, parents. |
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| **Working Time:** |  | | 195 days per year. Full time |
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| **Salary/Grade:** |  | | Leadership Spine – Level 4-9 |
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| **Disclosure level** |  | | Enhanced |
| **MAIN (CORE) DUTIES - Areas of responsibility include (but are not limited to) the following:** | | | |
| **Teaching and learning** | |  | * To lead the curriculum area in the development of high quality teaching and learning that meets the expectations of the Teaching & Learning policy and all relevant guidance and instructions. * Ensure differentiated Schemes of Learning, continuity and progression across all groups of students. * Ensure effective development of students’ literacy, numeracy and ICT skills through the English Faculty * Support teachers and provide appropriate CPD so that they can achieve expertise in their teaching. * Establish and implement clear policies and practices for robust homework and assessment, including recording and reporting of student achievement and progress and to use this information to recognise achievement, to identify and address underachievement and to assist students in setting targets for further improvement. These policies should meet the expectations of the whole school assessment calendar. * Set expectations and targets for staff and students in relation to standards of student progress and the quality of teaching. Establish clear targets for student achievement and evaluate progress and achievement in the subject by all students, including those with special educational needs. * Ensure that the teachers of the subject are aware of its contribution to student understanding of the duties, opportunities, responsibilities and rights of citizens. * To work with SENCO to ensure support plans are used to set subject specific targets and match work well to students’ needs, including SEN needs. |
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| **Curriculum Development:** | |  | * To lead the development of appropriate syllabuses, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the department. * To monitor and respond to curriculum and pedagogical development and initiatives at national, regional and local levels. * To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies. * To be responsible for the development of literacy and numeracy skills in all subjects within the curriculum area. |
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| **Staffing:** | |  | * To lead your Progress Co-ordinator to ensure that the curriculum area fully reflects the School’s priorities. * To work with the Assistant Head Teaching & Learning to ensure that staff CPD needs are identified and met. * Where appropriate, to be responsible for the efficient and effective deployment of support staff. * To undertake Appraisal Review(s) as required within the designated department. * To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department to ensure effective T & L. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. * To participate in the school’s ITT programme. * To be responsible for the day-to-day management of staff within the designated department and act as a positive role model. * Set clear expectations and constructive working relationships among staff; determine responsibilities and delegate tasks as appropriate, building a strong team; evaluate tasks and develop acceptance of accountability. * Implement a departmental monitoring calendar. |
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| **Standards: Monitoring evaluation and review** | |  | * To maintain a curriculum area SEF and ensure that all members of the department are familiar with and contribute to the SEF and Development Plan. * To establish consistent standards of practice within the department. * To contribute to School procedures for learning observation. * To monitor, evaluate and review the curriculum area in line with agreed School procedures. |
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| **Management Information:** | |  | * To ensure the maintenance of accurate and up-to-date department information on the management information system. * To identify, analyse and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within agreed deadlines. * To provide the Governing Body with relevant information relating to performance and development. |
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| **Communication:** | |  | * To respond to communication from parents promptly and within school guidelines and ensure effective and professional communication with parents. * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. * To represent the Department’s views and interests. |
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| **Liaison and Marketing:** | |  | * To contribute to School liaison and marketing activities. * To actively promote the development of effective subject links with external agencies. |
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| **Operational** | |  | * The day-to-day management, control and operation of course provision with the department, including effective deployment of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * To work with the Deputy Headteacher to ensure the Department's teaching commitments are effectively and efficiently timetabled and roomed. * To implement School Policies and Procedures, e.g. Equal Opportunities, Behaviour, Health and Safety etc. in your subject area and throughout the school. * To foster and oversee the application of ICT in your curriculum area including the development of materials for the school website. * Where appropriate, to ensure the Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, through liaison with the School’s Health & Safety Co-ordinator. |
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| **Pastoral System:** | |  | * To monitor student behaviour, attendance and punctuality together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. |
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| **Teaching:** | |  | * To undertake the duties of a standard scale teacher. |
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| **Additional Duties:** | |  | * To play a full part in the life of the school community, to support the school mission and vision and to support staff and students to follow this example. * To attend SLT meetings, prepare for such meetings with appropriate reading, play a key role by attending and helping to prepare for school events, help shape the school development plan and other plans, meet with the Head Teacher regularly as part of these responsibilities, perform Response duties, break and lunch duties, take on cover where needed and fulfil other expectations where reasonably requested. |
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| **Other Specific Duties**: | | | |
| * To be responsible for own professional development. * To engage actively in the performance review process. * To undertake any other duty as specified by STPCB not mentioned in the above.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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  Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.  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. | | | |
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| This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | | | |

Signed: ………………………………………………………………………..

Date: ………………………………………………………………………..

Signed: ……………………………………………………………………….. – Line Manager

Date: ………………………………………………………………………..