

# MOULSHAM HIGH SCHOOL



## JOB DESCRIPTION

**FACULTY:** English

**JOB TITLE:** Head of Faculty

**LINE MANAGER:** Deputy Headteacher (Quality of Education)

### **The Role Of The Head Of Faculty At Moulsham High School**

Ofsted 2024 described the quality of education at Moulsham High School as 'exceptional.' Our 9 Heads of Faculty are pivotal to this success and are senior leaders of the highest quality. Consequently, they meet collectively with the school's Senior Leadership Team every three weeks.

### **The Role Of The Head Of English**

The staff in the English Faculty are passionate about the subjects they teach and determined that every student will achieve the best possible outcomes, regardless of their prior attainment. The faculty's clear and aspirational vision underpins all of its work. Its aspiration is for every student to acquire: a lifelong love of language; an academic excellence which is commensurate with their ability; an empowering command of the written and spoken word.

With the high level of accountability being Head of English brings, this role represents a fantastic platform for further promotion to Assistant Headteacher and beyond.

In line with the school's ethos the faculty is staffed solely by subject specialists. There are 10 in total, one of whom is a member of SLT. The Head of Faculty is supported by:

KS4 Co-ordinator
Subject Leader for Media
KS5 Co-ordinator
KS3 Co-ordinator

The English faculty is based in a cluster of ten adjacent classrooms. Each classroom has a SmartScreen. There is also easy access to a bookable resource of 30 computers which are for the sole use of the English faculty. Each member of staff is provided with his/her own laptop.

### **Provision**

The faculty's KS3 schemes of work are broad, balanced and innovative. Students will read and study a wide range texts, both fiction and non-fiction. The faculty has increased the diversity of these in recent months. Summative assessments are formally completed in exam conditions and are designed to develop the skills required by G.C.S.E.

All students take G.C.S.E.s in English Language and English literature. The AQA syllabuses are followed. G.C.S.E. Media studies and G.C.S.E. Film Studies are offered as options.

The Sixth Form has grown in recent years and now has 330 students on roll. It is vital to the academic and social life of the school and English, Film and Media play an important role in this. As well as OCR's A level English Literature, the faculty also offers the WJEC A-level in Media Studies and WJEC A Level in Film Studies.

#### **Outcomes 2024 – KS4**

	<b>School</b>	<b>National</b>	
English Progress 8	+0.4	-0.04	Top 20% all schools
English Attainment 8	11.4	9.8	Top 16% all schools
% 4+ English	86	74	
% 5+ English	73	60	

	<b>% Grades 9-7</b>	<b>% Grades 9-5</b>	<b>% Grades 9-4</b>
G.C.S.E English	29.64	69.96	81.03
G.C.S.E. English Literature	25.3	62.45	81.82

#### **Outcomes 2024 – KS5**

	<b>% A*-B</b>	<b>% A*-C</b>	<b>% A*-E</b>	<b>ALPS</b>
English Literature	66.67	100	100	3
Film	100	100	100	3
Media	33.33	83.33	100	4

#### **Extra-Curricular**

The English faculty offers a wide variety of enrichment opportunities for students across years 7-13. A variety of clubs are offered each week and there are numerous lecture and theatre trips.

Many enrichment activities are offered in conjunction with our well-resourced and well-organised library – e.g. author visits and participation in the Bridge Academy Trust Book Awards.

#### **The Bridge Academy Trust**

Moulsham High School is one of 4 secondary schools in the Bridge Academy Trust. This provides many opportunities for collaboration and professional development. For example, there are half-termly, on-line Subject Leader Network meetings at which good practice is shared and common challenges discussed.

#### **The Vacancy**

The post of Head of English has become vacant due to the current postholder securing a second Head of English position for September 2025.

The successful candidate will be expected to teach English and English Literature up to and including A Level. The ability to also teach film and/or media up to A Level is desirable but not essential. The teaching commitment of a Head of Faculty is 39 out of 50 periods a fortnight.

### **Head Of Faculty Job Description**

The Head of the English Faculty is **responsible** for:

- Providing strategic leadership so that colleagues are aware of and can act upon both national and Trust/school-based developments within English, Film and Media.
- Consulting with senior and faculty colleagues to ensure that developments in English, media and film are consistent with the school's broader aims and policies and are in the best interests of all students.
- Ensuring that the core values of the school (Enjoy, Enrich, Achieve) are fully expressed by the faculty.
- Ensuring that the curriculum in English, media and film is coherently sequenced across all key stages and year groups, thereby enabling every student to achieve their target grades.
- Monitoring that there is regular standardisation and moderation of work in all year groups to ensure that assessment is accurate and consistent.
- Ensuring that school policies are implemented within the faculty – including those relating to behaviour and safeguarding.
- Ensuring that the faculty's self-evaluation is accurate.
- Producing the annual Faculty Improvement Plan to address the priorities identified for further development.
- Managing the faculty and its resources, including the deployment of all staff, the appropriate delegation of tasks and the effective use of all finances.
- Ensuring that there is effective tracking of all students' progress across each key stage so that through accurate identification, any underperformance is supported by effective intervention programmes whose impact is closely monitored.
- Ensuring that in each examination key stage, appropriate revision resources and interventions are in place to fully support each student in achieving their best possible outcome.
- Ensuring that all staff in the faculty follow the agreed performance management systems and that appropriate training is provided to meet identified needs. This includes the accurate and continuous evaluation of staff performance, and, if necessary, following the capability procedure.

- Ensuring that all staff in the faculty have opportunities for appropriate professional development.
- Ensuring, along with the TLR postholders within the faculty, that there is a vibrant extra-curricular programme for students and regular house events.
- Assisting in the appointment of staff to the faculty as required.
- Ensuring that the faculty is fully represented at and well prepared for any evening events required (e.g. Prospective Sixth Form Evening).
- Ensuring that regular and appropriate homework contributes to learning according to the school's Homework Policy.

The Head Of The English Faculty is **accountable** for:

- The standards (this includes attainment and progress outcomes) reached by all students across Key Stages 3-5. This includes ensuring that regular data analysis occurs and that there is effective intervention in place to make sure those students who are underachieving make rapid progress to reach their target grades.
- The standard and quality assurance of teaching and learning throughout the faculty, ensuring that 'best learning' takes place in every lesson and that students receive regular, detailed feedback.
- Ensuring that the dialogue about and development of high-quality teaching and learning is at the forefront of everything the faculty does.
- The effective and appropriate use of resources.

The Head of the English Faculty is **expected** to:

- Have a highly competent understanding of what outstanding teaching and learning looks like. If required, the Head of Faculty may mentor staff causing concern within the faculty through the Teacher Development Programme.
- Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students.
- Contribute to the further development of the school.
- Ensure the learning environment in the faculty is of a high quality, tidy and safe.
- Ensure that the faculty is represented on all relevant school working groups.
- Carry out regular learning walks and book checks to assist with quality assurance in support of the faculty.
- Help in maintaining a calm and purposeful atmosphere around the school, in and out of classrooms but especially within the faculty area.

- Raise any concerns with their line manager as necessary.
- Lead staff within the faculty by example, with motivation and enthusiasm, on all new school initiatives.
- Attend all relevant meetings appropriate to the role, as specified by the school.
- Meet regularly to monitor, evaluate, and discuss developmental areas with the TLR Postholders.
- Celebrate the success of staff, subjects, and pupils within the faculty regularly, communicating these achievements and events, links and resources to all stakeholders and wider audiences (website, Twitter, online as well as letters, postcards home etc).
- Carry out, following consultation, any other reasonable task determined by the Headteacher.

## **N.B**

All staff at Moulsham High School are expected to:

- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the postholder.

The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding policies can be found on the school website: [www.moulshamhigh.org](http://www.moulshamhigh.org)

This post is subject to an enhanced DBS check and is not suitable for anyone who has been barred in any way from working with children.

(February 2025)



**PERSON SPECIFICATION**  
**HEAD OF ENGLISH FACULTY**  
**(L10-12)**

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
<b>Qualifications</b>		
Good quality honours degree.	√	
PGCE, or equivalent, in Secondary Education	√	
Qualified Teacher Status	√	
<b>Experience</b>		
Proven success in teaching English up to and including A Level.	√	
Proven success in teaching film and/or media up to and including A Level.		√
At least three years' experience of successfully holding a post of responsibility within an English faculty, including some accountability for outcomes.	√	
Experience of effectively coaching and mentoring trainees/ECTs.	√	

<b>Knowledge / Skills</b>		
Strong subject knowledge.	√	
The ability to shape a vision for the future of the faculty and to achieve this through the construction and implementation of a carefully considered improvement plan.	√	
A highly competent understanding of what makes outstanding teaching and learning and the ability to put this into practice on a day-to-day basis.	√	
Well-developed behaviour management skills.	√	
An ability to forge good working relationships with staff and students, continuing the existing strong team ethos within the faculty.	√	
Highly efficient organisational skills.	√	
An understanding of the qualities of a good scheme of work and the ability to create these.	√	
Knowledge and understanding of current curriculum developments in English.	√	
The ability to monitor the quality of teaching and learning within the faculty and provide staff with appropriate support.	√	

An ability to analyse and interpret internal data to monitor student progress at all key stages.	√	
Knowledge of relevant national data (ISDR, L3VA, ALPS) and the ability to use this to plan for future provision and intervention.	√	
Knowledge of the most effective intervention strategies to use with underperforming students and the ability to implement these and monitor their impact.	√	
Ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	√	
The ability to communicate effectively both verbally and in writing.	√	
<b>Personal</b>		
Ability to prioritise and meet deadlines	√	
Commitment to continued personal development	√	
Commitment to contribute to extra-curricular activities and educational visits		√
Confidence, imagination and drive.	√	
A sense of humour and perspective.	√	
<b>General</b>		
Good attendance and punctuality record.	√	
Professional dress.	√	

(February 2025)