

## **Head of Faculty Area – L8-11 – Head of the Faculty of English and Media**

<u>Salary:</u>	£47,501 - £51,234
<u>Title:</u>	Head of the Faculty of English and Media
<u>Accountable to:</u>	Headteacher; Governors
<u>Appraised by:</u>	SLT link (name confirmed each year)
<u>Line Manager for:</u>	7 Teachers including AHOF, Literacy Co-ordinator and CAL Media
<u>Appraisal Team Leader for:</u>	Approx 4 teachers
<u>Accountable for:</u>	<ul style="list-style-type: none"><li>• Leadership of the area</li><li>• Pupil progress beyond assigned groups</li><li>• Enhancing the teaching of others</li><li>• Line managing a significant number of staff</li></ul>

The responsibilities defined in this job description are undertaken in addition to your responsibilities as a Schoolteacher as defined in the relevant Conditions of Service. Please see the accompanying Job Description “Teachers Main Scale”.

### **Leadership of the Area**

The post-holder will be a head of a curriculum area and, in addition, will provide a clear direction for the work and development of the faculty within the context of the overall activity of the school, promoting high standards through personal involvement and effective line management.

The post holder’s responsibilities will be to ensure:

- The area has explicit aims and values, including a commitment to good relationships and equality of opportunity for all, which are reflected in all its work.
- The department identifies appropriate priorities and targets, takes the necessary action, and reviews progress towards them.
- Staff in the department use time and resources effectively and efficiently, especially information and communications technology, to deliver the appropriate curriculum.
- There is rigorous monitoring, evaluation and development of teaching and learning and appropriate internal and external assessments of learning are made.

- Educational priorities are supported through careful financial management.
- Specific grants are used for designated purposes.
- The accommodation allows the curriculum to be taught effectively.
- Learning resources are adequate for the area's curriculum and the range of pupils.
- The best value principles of comparison, challenge, consultation and competition are applied in the area's management and use of resources.
- The views of relevant stakeholders, including parents and pupils, are sought and used to evaluate and further develop the work of the area.
- Parents are satisfied with what the area provides and achieves.
- Parents are provided with good quality information about the area and particularly about pupils' progress.
- Links with parents, including the use of home-school agreements, contribute to pupils' learning within the area and at home.

The post-holder will be expected to manage their own performance and development and show staff within the area to do the same by sharing a commitment to improvement and identifying capacity to do so.

### **Pupil Progress within and beyond Assigned Groups**

The post-holder will, directly and through effective line-management including coaching and mentoring of staff, support the progress\* of all pupils to ensure that they will:

- Acquire new knowledge or skills, develop ideas and increase their understanding.
- Apply intellectual, physical and/or creative effort in their work.
- Be productive and work at a good pace.
- Show interest in their work and be able to sustain concentration and think and learn for themselves.
- Understand what they are doing, how well they have done and how they can improve.

***\* individual pupil progress within the area will be measured against targets which will be defined by the school using the same data, where possible, as the school targets agreed by the Headteacher and Governors***

## **Enhancing the Teaching of Others**

The post-holder will enhance the teaching of others within the area by enabling colleagues to:

- develop and improve subject knowledge and pedagogy.
- plan effectively, setting clear objectives that pupils understand.
- challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding.
- develop and improve technical competence in teaching basic skills.
- use methods which enable all pupils to learn effectively.
- manage pupils well and insist on high standards of behaviour.
- use homework effectively to reinforce and/or extend what is learned in school.
- assess pupils' work thoroughly and use assessments to help and encourage pupils to overcome difficulties.

## **Line Managing a Significant Number of Staff**

The post-holder will be responsible for line-managing a number of staff, both teaching and support staff, and this responsibility will include areas of both a professional nature and areas concerning conditions of service and employment.

The post-holder will ensure that:

- There is effective appraisal and performance management for staff in the area within the context of school policy.
- There is good delegation to ensure the effective contribution of all staff to the work of the area.
- The Headteacher is kept informed of the number, qualification and experience of teachers and support staff required to match the demands of the area and the curriculum.
- There is effective induction of staff new to the area and the area is an effective provider of initial teacher training.

Another implication of line-managing staff is that the post holder will be responsible for monitoring and reporting upon their:

- attendance
- punctuality
- professional performance
- professional development needs

This may include responsibility for ensuring completion of return to work interviews.

All these specific responsibilities will be undertaken within the context of:

- a. the responsibilities of a schoolteacher as defined in the Conditions of Service
- b. the expectation of standards for Post Threshold Teachers as defined by the DfE
- c. the expectation of standards for Subject Leaders as defined by the DfE

and copies of these documents are to be found at school.

In addition to all these specific responsibilities the post-holder may be required to undertake any additional responsibility within the four TLR Criteria areas that might reasonably be deemed to be part of the job, and any leadership responsibilities as directed by the Headteacher which are commensurate with the grade.

These may include, as a member of the Extended Leadership Team,

- attendance at SLT morning briefings
- attendance at designated SLT meetings
- lunch duties
- attendance at evening events

These responsibilities may be reviewed at any time with due consultation.

Signed: \_\_\_\_\_ (Headteacher)

Signed: \_\_\_\_\_ (Post-holder)

Date: \_\_\_\_\_