

The British School

Job Description - Head of Faculty : English and Literacy

Job Purpose	To provide professional leadership and management of the Faculty in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students. To lead and support Secondary School initiatives following consultation and agreement with the Head of Secondary School, for example developing cross curricular links or whole school approaches to numeracy, literacy and ICT. To develop links across the Faculty and build a cohesive approach to school academics, community and student support.
Responsible to	Head of Secondary
Line Management of	English teachers and secondary librarian
Allowance	MA4 and 5 lessons (approx 5 hours) timetable remission

Teaching and Learning	
Lead and develop the learning of all students and teachers in the faculty to ensure excellence.	
Keep up to date with general and faculty based pedagogical approaches to teaching and learning, actively implementing them where appropriate including the delivery of INSET to those within and outside of the faculty.	
Carry out observations and drop ins efficiently and effectively, recording the findings and acting upon any issues that are identified	
Use the PGP programme to ensure teachers in your faculty are focused on the improvement of their own teaching practice.	
Ensure that all lessons within the faculty meet the requirements in the TBS Learning Policy cohesively across the faculty.	
Oversee the effective use of marking and feedback in the faculty, in line with the TBS Assessment Policy, implementing formative assessment strategies that directly impact student progress.	
Ensure that students with ALN are catered for as required and that IEPS and student profiles are used effectively in lesson planning and delivery.	
Tracking and Assessment	
Use a data driven approach faculty wide to identify learning patterns and areas for intervention.	
Create and quality assure faculty tracking systems with specific appropriate subject data, ensuring that this enables teachers to provide the judgements required for each reporting point, supporting Heads of Department and Subject leads in maintaining tracking systems.	
Quality assure the entering of data and report comments for each reporting point and ensure all deadlines are met by the faculty.	
Oversee the Heads of Department and Subject Leads in the creation of assessment and feedback schedules.	
Effectively lead the construction and implementation of action plans across the faculty to address learning gaps and ensure these align with the student live list.	

Curriculum
To determine, organise and implement a diverse, flexible, challenging and differentiated curriculum and to ensure an effective assessment framework is implemented.
Quality assure regular assessments ensuring that they accurately assess the relevant curriculum skills.
Organise and run events to promote faculty relevant curriculum skills across the school community.
Pastoral
Monitor and encourage effective follow up to student pastoral issues as they impact the faculty and ensure effective and timely intervention strategies are deployed
Work with the Heads of Key Stage to ensure effective communication of student issues, both pastoral and academic
Leadership
To ensure the vision for the school and the faculty is clearly articulated, shared, understood and acted upon effectively by members of the faculty.
To motivate and to work with others to create and develop a positive, collaborative learning culture.
To provide regular coaching and feedback for faculty teachers in a way which recognises good practice and supports progress against their targets (including the facilitation of meaningful and directed CPD), resulting in a tangible impact on student learning across the subject area.
Monitor and evaluate all aspects of the work of the Faculty and proactively address emerging issues
To support, facilitate and monitor the progress of the designated subject area development plans to ensure they make a significant contribution to the School Improvement Plan.
To work with Heads of Department and subject leads to ensure the department is well resourced and maintain the effective deployment and management of the department budget.
To effectively distribute tasks throughout the faculty ensuring and monitoring their successful completion.
To provide regular progress updates to the SLT to ensure they are fully aware of all successes, issues and concerns in the subject areas.
To manage your own workload and that of others in the faculty to allow for an appropriate work/life balance.
To ensure all faculty documentation is accurate, detailed and meaningful, especially with regards to BSO inspection material.
To chair faculty meetings with a focus on teaching and learning, ensuring a detailed agenda and minutes are produced and distributed in a timely manner.
Whole School
Work as part of a team with other Heads of Faculty and SLT to ensure consistency in application of school policy and the sharing of good practice.
To lead and support secondary initiatives following consultation and agreement with the Head of Secondary as related to your faculty.
Lead on developing areas related to the School Improvement Plan designed with the aim of supporting your own professional development, for example developing cross-curricular links or whole school approaches to numeracy, literacy and ICT.
Liaise with and support other responsibility holders to ensure the smooth running of wider school events and programmes.
Lead, in liaison with the relevant staff, the effective management of student transition between year groups.

Ensure student leadership opportunities are prevalent throughout the faculty.

Teaching Responsibilities

To inspire our learners through well designed and creative lessons that enable all students to access the curriculum and make significant progress.

To monitor, assess and record the progress and attainment of all students, providing effective formative feedback, so that all have opportunities to develop.

To plan and refine an accessible and challenging curriculum, constantly reflecting on one's lessons and amending schemes of learning, lesson plans and teaching/learning materials.

To create and maintain a stimulating learning environment, including but not limited to, creative classroom displays, appropriate resources and innovative uses of TBS's other spaces.

To care for our students and ensure a safe, tolerant and compassionate environment for all.

To promote the values and teach the skills required for all students to achieve positive mental health and wellbeing through your role as HoF, teacher and mentor.

To communicate effectively with parents on the progress, attainment and overall development of the students in your care, through written reports and parent/teacher consultation evenings, as well as supporting the school's 'open door' ethos where appropriate.

To help contribute to our caring and collegiate community through being collaborative, empathetic and acting with integrity and kindness to all.

To keep up to date on all pedagogical, syllabus and general educational initiatives and developments, supporting colleagues, taking an active role in all meetings and training, and taking responsibility for one's own professional growth.

Keep up to date and adhere to all TBS policies and guidelines, including but not limited to, safeguarding, emergency protocols and staff expectations.

Take a full and active role in our extensive outdoor learning programme.

Take a full and active role in our extensive extra and co- curricular programme.

Take a full and active role in our extensive service learning and community partner programme.

Promote a positive profile of the school's mission and vision to all members of our community.

Other reasonable requests made by the Principal

Person Specification - Head of Faculty : English and Literacy

Skills required	
Ability to inspire children to learn effectively and to model excellent teaching.	Essential
Ability to communicate effectively, both verbally and in writing, with all 'stakeholders', creating a harmonious and collaborative community.	Essential
Excellent organisational and time management skills with the ability to prioritise tasks, work on one's own initiative and react appropriately to competing demands.	Essential
Ability to maintain confidentiality.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes.	Essential
Awareness of one's own vulnerabilities and 'knowledge gaps, with the mindset to seek feedback, self reflect, develop and improve.	Essential
Qualifications	
Recognisable teaching qualification and a good degree.	Essential
Middle/Senior Leadership training and/or a postgraduate degree in Education.	Desirable
Understanding and knowledge of ICT and a willingness to further develop ICT skills.	Desirable
Experience	
Teaching across the key stages, including A level.	Essential
Leading a team successfully with evidence of strategic planning and positive outcomes.	Essential
Leading and managing other staff including line/performance managing or mentoring colleagues.	Essential
Managing department finances or working within a budget.	Desirable
Interviewing and recruiting staff.	Desirable
Personal attributes	
Enthusiastic, hard-working and resilient.	Essential
Calm, flexible, approachable attitude.	Essential
Exhibit confidence with humility.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
Ability to work effectively with a range of personalities and approaches.	Essential
Ability to commit to a team approach which supports the school leadership and its strategic vision.	Essential
A sense of humour with the right balance of gravitas.	Essential

The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including checks with past employers, a satisfactory Disclosure and Barring Service check, a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate). Our safeguarding and safer recruitment policies are shared with all prospective candidates. TBS does not discriminate with regard to race, colour, gender, religion, sexual orientation, age, political opinion, or disability.