

LANGLEY SCHOOL: JOB DESCRIPTION

Post Title:	HEAD OF FACULTY (ENGLISH)
Purpose:	<ul style="list-style-type: none"> • To promote and safeguard the welfare and well-being of children. • As Head of Faculty, to be accountable for leading, managing, inspiring and developing the Faculty to ensure that teacher inputs, student progress and attainment outcomes are of the highest possible quality • To provide strong leadership for the Faculty, so that teaching and learning is consistently good or better. • To strive to ensure that all young people make at least expected progress and that ambitious targets for student performance are set and met in all year groups. • To be accountable for student progress and attainment across the Faculty through effective monitoring, support, inspiration and challenge. • To develop and enhance the teaching practice of others • to quality assure the educational provision and support and challenge the quality of learning within the Faculty. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headteacher of the school, which is supported by a vibrant programme of extracurricular and enrichment activities. • To manage and deploy teaching/support staff, financial and physical resources within the Faculty efficiently and effectively to support the designated curriculum and resultant student progress
Reporting to:	Deputy Headteacher i/c Curriculum and Head Teacher
Responsible for:	Teaching staff and other relevant personnel within the Faculty
Liaising with:	Head/Deputies, other Heads of Faculty, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA staff, and parents

Working Time:	Full-time
Salary/Grade:	TLR 1C
Disclosure level:	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To provide outstanding leadership and management of the Faculty in order to raise standards. • To be accountable to the Governors for the overall performance of the Faculty. • To develop and enhance the teaching practice of other colleagues and learning habits of our students, in order to ensure the best possible attainment and progress across the Faculty. • To inspire and enthuse adults and children with a clear vision for the future direction of the Faculty and how it will be achieved • To develop a positive ethos in the Faculty, with a focus on praise and rewards to encourage pupil participation. • To attend SLT Meetings • To lead the successful delivery of the relevant subject areas across the school • To develop an innovative, highly effective and progressive curriculum in all subject areas within the Faculty. • To organise the day-to-day management, control and operation of course provision within the Faculty, including effective deployment of staff and physical resources • To implement school policies and procedures • To safeguard young people by ensuring that all aspects of Health & Safety are adhered to in lessons • To monitor, evaluate and intervene effectively to ensure student progress. • To work collaboratively with the other TLR post holders in the Faculty to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission • To attend meetings as appropriate • To lead the development of differentiated schemes of work across all year groups, so that every young person makes progress in their learning

	<ul style="list-style-type: none"> • To work with TLR holders to ensure pupils are targeted for intervention and to monitor the impact • To ensure that appropriate arrangements are made for examination entries and statutory requirements • To keep up to date about subject developments and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate • To lead the Faculty's strategic planning and self-evaluation processes • To work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the whole school • To lead and manage the planning work of the Faculty and to ensure that this reflects the needs of students within the subject areas, the School Improvement Plan [SIP] and the aims, objectives and strategic plans of the whole school • To link with others in the Faculty to ensure that the work in the Faculty fully reflects the school's ethos • To monitor and support multi-cultural education
<p>Curriculum Provision:</p>	<ul style="list-style-type: none"> • To liaise with the Assistant Headteacher (Teaching and Learning) and Deputy Head (Curriculum) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme • To regularly review the curriculum to ensure that is engaging and inspires enjoyment amongst pupils. • To be accountable for the development and delivery of a high quality learning experience throughout the Faculty for all of our students.
<p>Curriculum Development:</p>	<ul style="list-style-type: none"> • To lead curriculum development for the whole Faculty • To keep up-to-date with national developments in the subject areas, teaching practice and methodology • To monitor and respond to curriculum development and initiatives at national, regional and local levels • To ensure that the development of Faculty-related subjects are in line with national developments

<p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To work with the Assistant Headteacher [Staff training and development] to ensure that staff development needs are identified and that appropriate programmes are provided to meet such needs. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty and/or liaising with the Cover Secretary / relevant staff to secure appropriate cover • To participate in the interview process when required and to ensure effective induction of new staff in line with school procedures • To promote teamwork and to motivate staff to ensure effective working relations • To be responsible for the day-to-day management of staff within the Faculty and act as a positive rôle model • To participate in the school's ITT programme when required
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To participate as reviewer and reviewee as part of the performance management process for staff, so that ambitious targets are set and met. • To undertake regular audits and quality assurance checks within the area and through cross-Faculty processes to ensure that the highest standards are being achieved. • To ensure the effective operation of quality assurance systems and ensure adherence to these within the Faculty • To establish the process of the setting and getting of targets within the Faculty and to work towards their achievement • To establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles for all Faculty members • To contribute to the school procedures for lesson observation. • To monitor and evaluate the Faculty in line with agreed school procedures including evaluation against quality standards and performance criteria • To seek/implement modification and improvement where required • To ensure that the Faculty's quality procedures meet the requirements of self-evaluation and the SIP

Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the Faculty performance and standards on the management information system • To make use of analysis and evaluate performance data provided • To identify 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 the quality assurance cycle for the Faculty, eg Annual Review • To produce quality reports on examination performance, including the use of value-added data • In conjunction with the Deputy Head i/c Curriculum and Data Manager, to manage the Faculty's collection of data • To provide the Governing Body with relevant information relating to Faculty performance and development • To contribute to wider whole school policy making, as appropriate • To act as a role model to others, demonstrating high standards of professionalism in all aspects of teaching and team leadership
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the Faculty are familiar with its aims and objectives • To provide regular and effective reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate. • To liaise effectively with other schools, higher education, Industry, examination boards, awarding bodies and other relevant external bodies • To represent the Faculty's views and interests to all relevant stakeholders • To communicate effectively with all of our stakeholders, representing the views of our school
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases/newsletter • To promote all extra-curricular activities

	<ul style="list-style-type: none"> • To lead a flourishing extra-curricular programme • To lead the development of effective subject links with other schools and the community. • To attend liaison events in partner schools and ensure the effective promotion of the Faculty at Open Days, Evenings and other events. • To promote the development of effective subject links with external agencies
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently with the limits, guidelines and procedures laid down, including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records • To work with the Deputy Headteacher i/c Curriculum in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the Faculty • To monitor student attendance together with students' progress and performance, in relation to targets set for each individual, ensuring that intervention or follow-up procedures are adhered to and are impactful • To contribute to the PSHE curriculum in accordance with the school policy • To ensure the Behaviour Management system is implemented in the Faculty so that effective learning can take place
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • To co-ordinate the resources of Faculty, giving support and guidance to relevant staff, including support staff.

Other Specific Duties:

- To continue personal development as agreed
- To actively engage in the performance review process
- To comply with our school's Health & Safety policy
- To maintain confidentiality, where appropriate, in school-related matters

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 continue employment for any employee who develops a disabling condition.

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.

Date :

Signature:

Name: