

JOB DESCRIPTION

JOB TITLE	Head of Faculty English
HOURS OF WORKING	Full Time
SCALE	Leadership 5-9
RESPONSIBLE TO	Head of Secondary Phase
JOB PURPOSE	To support the Headteacher in raising standards and promoting the vision, ethos, culture and policies of the School

LEADERSHIP

In addition to JD for Teacher:

1. Be consistent in the delivery of all the school's policies and practice
2. Set high expectations for all students through aspirational target setting
3. Be a role model for students through personal presentation and professional conduct
4. Lead on whole school area as agreed by Headteacher
5. Perform particular duties in accordance with directions by the Headteacher to ensure student safety
6. Maintain confidentiality inside and outside the school
7. A positive attitude to your work. You will endeavour to instil these attitudes in colleagues and students
8. Work within accordance with current Health & Safety requirements; Governing Body, DfE and Government Guidelines
9. Keep a high profile around the school, taking command of areas at change of lessons and being visible and proactive
10. Provide clear, cohesive leadership and direction in learning and teaching in the faculty area
11. Raise standards across each key stage of the faculty
12. Be an effective manager, contributing to whole school issues and leading Faculty, and cross-curricular planning and improvement
13. Lead and effectively direct leadership posts within English to ensure high levels of student progress
14. Lead identified Colleagues within the Primary Phase
15. Promote team ethos through regular meetings of the faculty, and through the sharing of ideas, best practice and resources



Specialist Schools
and Academies Trust



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16. Ensure that high standards of discipline and respect are evident throughout the Faculty, supporting colleagues in line with school policies and practice
17. Play an active part in management and monitoring of students behaviour for learning
18. Keep a high profile around the school particularly within the faculty area
19. Manage and be accountable for the faculty/departmental budget allocation and any other faculty/departmental resources
20. Ensure appropriate quality assurance mechanisms are in place and used effectively
21. Demonstrate accountability through regular meetings with the SLT and reporting to Head of Phase's, Headteacher and Governors as required
22. Demonstrate measurable impact of the work undertaken in the faculty
23. Be the link between SLT and the faculty members
24. Oversee and monitoring of the use of accommodation, the acquisition, maintenance and replacement of equipment and software, and its secure storage, access and use by staff and students, liaising with others as appropriate

LEARNING

1. To take overall responsibility for achievement and standards across all curriculum areas within the faculty and intervening as appropriate
2. Ensure appropriate schemes of work and lesson plans are in place and can be accessed by all students
3. Ensure appropriate assessment is in place and monitored
4. Ensure that data on student progress is valid, recorded, evaluated and acted upon
5. Ensure that teaching areas used by members of the faculty are stimulating, pleasant and safe areas in which to learn

EXPERIENCE

1. Ensure all students, across all key stages engage in learning and maximise their potential
2. Be involved in enrichment activities such as making a contribution to after-school clubs and visits
3. You will take a lead in promoting enrichment/extra-curricular sessions and encouraging staff and student involvement
4. Identify and action appropriate intervention for individual or groups of students, measuring impact of such strategies
5. Ensure equal opportunities are addressed in the curriculum area
6. Co-ordinate information/systems on option choices for students

INNOVATION AND NEW TECHNOLOGIES

1. Keep up-to-date with research and developments in pedagogy in the subject area
2. Keep up-to-date with technological change and the use of technology to enhance delivery and student access to the subject
3. Implement the use of new technologies that enhances teaching and learning
4. Manage and motivate colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement
5. Encourage use of new technologies to improve T&L

SUPPORT

1. Undertake appropriate CPL in Leadership and Management
2. Undertake appropriate CPL linked to the Primary phase
3. Encourage and support the professional learning of all staff within the faculty, in line with school policies and practice
4. To line manage staff with specific responsibilities within the faculty and delegate as appropriate
5. Develop skills and knowledge for mentoring and coaching colleagues

6. Contribute to the generic supervision of student duties shared by all members of the Senior Leadership Team and Operational Leadership Team
7. Liaise with partner primary schools, other stake-holders, the LA and the wider community where appropriate

REVIEW AND EVALUATION

As part of an ongoing review of monitoring of staff practice and student progress, you have three core roles within the Faculty:

Making judgements about the standards of students' progress, achievement and attainment

Evaluating teaching and learning and setting priorities for improvement across the faculty

Leading sustainable improvement by identifying targets for improvement, by developing and leading strategies to achieve these targets and by quality assuring the curriculum and its delivery

PARTNERSHIPS AND EVENTS

1. Establish effective working relationships with professional colleagues and associate staff
2. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare
3. Be aware of the role of the Governing Body of the School and support it in performing its duties
4. Attend parents' evenings and other events as directed
5. Attend regular line management meetings
6. Report to Governors as required
7. Contribute to the marketing of the school in the local community

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service) We give high priority to promoting diversity throughout the school

PERSON SPECIFICATION
Head of Faculty: English

Knowledge	Job Requirements
Skills and Qualities	<ul style="list-style-type: none"> • Be a leader, able to deliver a vision but also complete detailed plans and meet deadlines • Be committed to raising student aspiration and achievement • Be an agent for change • Possess a ‘can do’ approach to school improvement and excellence • Be an excellent communicator • Work positively and in partnership with parents, governors and the community • Experience of leading in-service training with teams (desirable) • Lead and motivate teams • Support the School’s climate for learning • Deal with behaviour for learning • Lead on pedagogy and practice across the team • Ensure that technologies are used effectively to improve learning • Knowledge of budget management (desirable) • Positive attitude and professional approach • Commitment to the ethos of the School • A commitment to inclusive education with good knowledge of intervention and support programmes • Excellent interpersonal and team management skills • Excellent organisational and planning skills • Ability to work under pressure and meet deadlines • Excellent team working skills and the ability to relate well with staff, students, senior leaders and Governors • Experience of working with students with social, emotional and learning difficulties • Ability to write improvement plans • Ability to undertake self-evaluation • Able to use data to identify and act upon underachievement and underperformance
Experience	<ul style="list-style-type: none"> • Proven track record of excellent teaching at KS2-4 (essential) and KS5 (desirable) • A breadth of understanding of current curriculum issues and a clear understanding of the characteristics of successful teaching and learning • The capacity to contribute to the leadership and management of the School • Experience of understanding and interpreting data • Experience of Q.A. systems

	<ul style="list-style-type: none"> • Proven track record of a 'can do' approach • Experience leading a 'Team' and being involved in successful initiatives or showing potential
Education and Qualifications	<ul style="list-style-type: none"> • Degree level qualification • QTS Status • Relevant professional development over the last 2 years
Special Requirements	<ul style="list-style-type: none"> • High expectations of attendance over the last 2 years • An Enhanced Disclosure Barring Service Check (criminal record check) will be requested in the event of a successful applicant • Be able to promote a creative learning culture which embraces new technologies and vocational approaches