



The Wavell School Director of English

POST:	Director of English
REPORTING TO:	Headteacher and SLT Link
PAY SCALE	TLR1b
GENERAL MANAGEMENT DUTIES	To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.
LEADERSHIP:	<ol style="list-style-type: none"> 1. To inspire Faculty members by personal example and hard work. 2. To effectively manage the human resources at the Faculty's disposal, including teaching, non-teaching and support staff. 3. To create a vision, sense of purpose and pride in the Faculty. 4. To co-ordinate the production and maintenance of the Faculty documentation, and to implement, monitor and evaluate all of its policies and systems. 5. To be responsible for continuously improving the quality of teaching and learning in the Faculty. 6. To be responsible for maintaining a positive culture for behaviour in the Faculty including supporting staff during lessons when appropriate. 7. To play a major role as a Director of Curriculum in the development of all aspects of the School, including its policies and their improvement. 8. To develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc. 9. To identify and applaud areas of success for individual teachers and the Faculty. 10. To help create an effective team by promoting collective approaches to problem-solving and curricular/Faculty development, e.g. consult when writing the development plan and produce resources as a team. 11. To chair and produce the agenda for effective Faculty meetings. To ensure action points are noted, kept secure and others informed as appropriate. 12. To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject. 13. To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.
CURRICULAR/FACULTY DEVELOPMENT	<ol style="list-style-type: none"> 1. To contribute towards continuity and progression within the whole school curriculum. 2. To oversee the Faculty Development Plan and SEF, their implementation and the part they play in the whole school development. 3. To develop comprehensive schemes of learning which include a range of teaching and learning styles providing a rich experience for pupils, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress. 4. To develop strategies for the students' spiritual, moral, social and cultural development, including citizenship. 5. To monitor and evaluate the teaching in the Faculty; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team. 6. To develop faculty strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs. 7. To work with the SENCO to ensure PLPs are used to set subject-specific targets, and to match curricular materials and approaches to pupil needs.

STOCK/RESOURCE/ BUDGET	<ol style="list-style-type: none"> 1. To manage the Faculty stock, teaching resources and finances efficiently, and to obtain best value for money. 2. To maintain an inventory of all stock items and to oversee the annual stock audit. 3. To carry out stock disposal in accordance with Faculty and school policies. 4. To store resources in such a way as to enable quick and easy access by all staff (and students where appropriate).
LIAISON/ COMMUNICATION	<ol style="list-style-type: none"> 1. To meet regularly and work with “SLT Link” for professional support and to develop effective faculty management. 2. To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer. 3. To act as the initial person for others to contact regarding all issues relating to the subject. 4. To liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all students. 5. To liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship. 6. To inform staff about new developments and ideas related to the subject and the Faculty – to include Faculty meeting agendas. Etc. 7. To co-operate with the Health and Safety management and inspection process. 8. To manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils. 9. To provide helpful and accurate responses to parent/carer enquiries.
PROFESSIONAL DEVELOPMENT	<ol style="list-style-type: none"> 1. To provide or organise in-service training for the Faculty staff (teaching and non-teaching) as appropriate. 2. To have day to day responsibility for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers (NQT's) 3. To identify development opportunities for staff within the faculty and through external agencies or course. 4. To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff. 5. To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues. 6. To personally keep up to date with developments and new ideas related to the subject. <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.</p>

Compiled by: Emma Wright	
SLT Link: Emma Wright	Date: January 2026