

Job Description Faculty Director for English, Performing Arts and PE

Post title:	Faculty Director of English, Performing Arts and PE
Salary:	LPS (Outer London) + Health Cash Plan + Harris Benefits
Purpose:	<ul style="list-style-type: none"> To be accountable for student progress and development in the subject area across KS3, KS4 and post 16, including meeting student achievement targets for subject areas which are agreed by the Principal and the Governing Body. To ensure high standards of teaching and learning across the subject area through continuously, developing and enhancing the quality of teaching and learning. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the subject area, in accordance with the academy aims and policies, as determined by the Principal and Governing Body. To ensure that all school policies and procedures are implemented and applied consistently by all staff in the subject area. To ensure agreed tutor programme is implemented and that tutors are effective in their role. To effectively and efficiently manage and deploy teaching/support staff, financial and physical resources across the subject area. To lead development for literacy, through the WORD strategy, within subject areas, to raise standards of Literacy across the Academy
Reporting to:	Vice Principal
Responsible for:	Subject Directors, team of tutors, teaching staff, other relevant personnel and students within the subject area.
Liaising with:	Principal, Academy Leadership Group, other Faculty Directors, Directors, Subject Leaders, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders
Disclosure level:	Enhanced DBS
Operational / Strategic Planning:	<ul style="list-style-type: none"> To lead on rigorous self-evaluation and review of subject area performance, recording outcomes with evidence in a focused, precise and evaluative manner in the Subject area self-evaluation form (SSEF) which will feed into the whole Academy self-evaluation form (SEF) To formulate, in conjunction with the subject team, an annual subject improvement plan (SIP) which supports the academy improvement plan (AIP) To lead on the development of appropriate syllabuses, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the subject area. To contribute to the formulation of and subsequently the monitoring evaluation and review of the faculty improvement plan. To use information from personal learning plans and assessment data to formulate a raising achievement plan for tutors across the subject area. To ensure that the work in subject area fully reflects the Academy's distinctive ethos and mission. To foster and oversee the application of Literacy and ICT in the subject area, including the development of materials. To ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

	<ul style="list-style-type: none"> • To develop schemes of work for whole school for the Science and Enterprise specialism strategy sometimes with other curriculum areas. • To use the specialism materials available to develop a comprehensive assessment methodology for CORE learning which tracks pupil progress and skill development in a scientific and enterprising manner.
Curriculum:	<ul style="list-style-type: none"> ▪ To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum that has high expectations of achievement for all students. ▪ To lead development of the subject and its delivery, reviewing it regularly in the light of academy and national policies, as well as the impact on achievement. ▪ To be responsible for the selection of appropriate examination syllabuses, ensuring coverage and providing the examination secretary with accurate and appropriate information when requested. ▪ To be responsible for the development CORE learning, WRL and WORD strategy through the subject area and tutors programme in line with academy policies. • To work with other Coordinators in order to embed cross curricular Literacy across the Academy, which is effective in raising standards.
Staff Development: Recruitment & Deployment of Staff	<ul style="list-style-type: none"> ▪ To build an effective team of motivated teaching and support staff who share the Academy vision of high achievement for all students. ▪ To build an effective team of motivated tutors who share the academy vision of high achievement for all students. ▪ To induct, guide and support all staff in the subject areas, ensuring training needs are met, in liaison with the Assistant Principal with responsibility for professional learning. ▪ To be responsible for the performance management of staff in the subject area, in line with the academy performance management policy. ▪ To monitor the efficient and effective deployment of the faculty's technicians/support staff and contribute to their performance management process. ▪ To liaise with the Assistant Principal on all matters concerning recruitment and retention of staff, including participation in any interview process to ensure recruitment of high-quality personnel. ▪ To be responsible for the day-to-day management of all teaching and support staff in the subject area and to act as a positive role model. ▪ To make appropriate arrangements for classes when staff are absent. ▪ To participate in the academy ITT and NQT training and induction programmes. • In liaison with the Assistant Principal responsible for Professional Learning, ensuring staff training needs are met
Quality Assurance:	<ul style="list-style-type: none"> ▪ To ensure that challenging targets for achievement are set, communicated to staff and students and that all staff work positively towards reaching them ▪ To work with the subject team to monitor and evaluate the work of the subject area, in line with agreed academy procedures, including evaluation against quality standards and performance criteria. ▪ Accountable for ensuring rigorous and effective systems of self-evaluation and review are carried out in line with school policy and that information collected through the process is used to make changes that will impact positively on student achievement.
Management of Information:	<ul style="list-style-type: none"> ▪ To ensure the input and maintenance of accurate student data and information as requested and in line with the academy assessment policy. ▪ To make use of analysis and evaluate performance data provided in comparison with academy, local and national performance. ▪ To ensure tutors regularly review personalised learning plans guided by the use of data. ▪ To identify and take appropriate action on issues arising from evaluation of data, setting deadlines where necessary and reviewing progress on the action taken. • To produce reports on student progress and attainment within the quality assurance cycle for the subject area, including for governors when requested.

Communications:	<ul style="list-style-type: none"> ▪ To ensure all members of staff are familiar with the aims, objectives and policies of the school and the subject area. ▪ Ensure effective communication/consultation as appropriate with the parents/carers of students. ▪ To attend meetings as appropriate ▪ To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate. ▪ To organise regular subject area meetings and to ensure that the interests of the subject area are represented at faculty meetings. ▪ Arranging details for internal and external examinations, ensuring clear communication to parents and students.
Marketing and Liaison:	<ul style="list-style-type: none"> ▪ To contribute to the academy liaison and marketing activities. ▪ To lead development of effective subject links with partner schools and the community, attending where necessary events in partner schools • The effective promotion of the subject at open days/evenings and other events.
Management of Resources:	<ul style="list-style-type: none"> ▪ To manage the available resources of space, staff, delegated budget and equipment effectively within the policies and procedures laid down by the academy. ▪ To work with the academy leadership group to ensure that the subject areas teaching commitments are effectively and efficiently time-tabled and roomed. • To ensure the academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the Assistant Principal with responsibility for health and safety.
Pastoral System:	<ul style="list-style-type: none"> ▪ To effectively manage a team of tutors and carry out the duties associated with this role. Including ensuring the contribution to PHSE, Citizenship and WRL programmes of study. ▪ To liaise with the assistant principal to ensure that the Academy pastoral system is implemented effectively. ▪ To participate in assemblies. ▪ To participate in after-hours activities with students. ▪ To communicate as appropriate, with the parents of students and with external agencies concerned with the welfare of the individual students. ▪ To contribute to and implement the Academy policy on rewards and support taking responsibility for student behaviour. ▪ To make referrals to SSS through the Assistant Principal for faculty and attend SSS panel meetings where required. ▪ To monitor student attendance and punctuality together with students' progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary. ▪ To ensure the Behaviour Management system is implemented consistently in the subject area, so that effective learning can take place. • To liaise with the student support services manager where a student is causing concern, attending planning meetings where appropriate.
Teaching:	<ul style="list-style-type: none"> ▪ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. • To plan and prepare courses and lessons in line with Academy policy. • To contribute to the whole academy's planning activities. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for students that meets internal and external quality standards. • To prepare and update subject materials. • To ensure effective and efficient deployment of classroom support

	<ul style="list-style-type: none"> • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures. <ul style="list-style-type: none"> ▪ To mark, grade and give written/verbal and diagnostic feedback as required ▪ To lead in the development of appropriate syllabuses, resources, schemes of work, Assessment for Learning, Learning to Learn and Behaviour for Learning policies and implementation of strategies for raising achievement the subject area. ▪ To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere. • To ensure that ICT, Literacy, Numeracy, PHSEE, WRL and Enterprise are reflected in the teaching/learning experience of students.
Academy Ethos:	<ul style="list-style-type: none"> ▪ Undertake whole Academy duties as outlined in responsibilities agreed each year. ▪ Monitor and support the overall progress and development of students as a teacher. ▪ To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term. ▪ To promote equal opportunities and celebrate diversity in all aspects of the academy. ▪ To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. ▪ To promote actively the Academy's corporate policies. ▪ To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. ▪ To show a record of excellent attendance and punctuality. ▪ To adhere to the Academy's Dress Code. • To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy 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 continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Harris Federation is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to an enhanced disclosure and barring service check.

Please sign here to confirm the acceptance of the above stated job description.

Signature:

Date: