

Job Description

Faculty Leader English

This role is essential in continuing the rapid and sustained progress of students in English.

Relationships:

- Designated Line Manager - SLT Line Manager.

Key accountabilities:

- To secure high standards in progress and attainment in English across KS3-5.
- To secure high quality teaching and learning across the Faculty.
- To liaise with other stakeholders to secure student progress, such as parents, SLT, Year Group Leaders, Inclusion Faculty, the Examinations Officer.
- To ensure the assessment of students are in line with Faculty/School Policies, student progress and development within English.
- To ensure that interventions support rapid and sustained progress for all students including identified key learner groups.
- To ensure that correct and valid data for English is uploaded regularly onto school data systems, and that it is “live” for whole school data collections.
- To ensure that relevant team members are made fully aware of student prior attainment and other relevant data and that appropriately challenging targets are set by staff for the students in their classes.
- To ensure that English staff are secure in the effective use of data in planning for teaching and learning in English across the key stages.
- To ensure that the statutory requirements of the National Curriculum/syllabus are delivered imaginatively.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the SLT Line Manager to ensure the delivery of an appropriate, comprehensive, high quality curriculum programme which complements the School Improvement Plan/School Evaluation.
- To ensure SOLs and lessons are consistently reviewed and updated to reflect the latest teaching practices and that these develop the skills and techniques needed for success in English.
- To develop and enhance the teaching practice of others and ensure that best practice is shared.
- To be responsible for keeping abreast of new initiatives within the faculty area, including national, local and subject specific documentation.
- To monitor and track marking and assessment, involving:
 - Book monitoring
 - Exam Moderation
 - Exam Analysis
 - Ensure markbooks are completed
 - Learning Walks

- To lead on and oversee the day-to-day management and running of the faculty by ensuring that resource needs are fully communicated to the SLT Line Manager, cover work is provided when the need arises and to support the English team in managing the Behaviour policy.
- To lead on Faculty meetings and briefings.
- To lead on evaluating and reviewing the faculty Action Plan and report on this to the SLT Line Manager as part of Line Management meetings.
- To be accountable for providing high quality Faculty CPD designed to meet the needs of staff development and lead Faculty CPD sessions where appropriate.
- To undertake an appraisal role within the faculty and to be a line manager under the school's appraisal system.
- To meet with other leaders in school as the need arises.

This role will be appraised through the school's Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

Name:

Date:

Signature: