**Job Description**

**Post Title: Faculty Leader for English**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: MPS/UPS with TLR 1b - £10,200 per annum**

**Hours of work: Full Time**

**Reporting to: Principal or SLT link for the faculty area.**

**Purpose of Role**

At the heart of faculty leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students’ personal development and well-being. A Faculty Leader must provide leadership and direction for the faculty and ensure that the faculty is managed and organised to meet school and subject aims and objectives. A Faculty Leader plays a key role in supporting, guiding and motivating teachers to become the best they can be, to achieve the very best outcomes for students and to enrich their school experience.

**Faculty Leaders evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the faculty. The policy and practice of monitoring within the faculty provides the information for evaluation and action.**

A Faculty Leader identifies needs in their own subject areas and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that a Faculty Leader has an understanding of how their faculty contributes to school priorities and to the overall education and achievement of all students.

Throughout their work a Faculty Leader ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

**JOB PURPOSE**

To lead, manage, develop, and be accountable for standards across the faculty team. Leadership of the curriculum at Key Stages 3, 4, & 5 in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

**Nature and Scope**

Excellence at Derby Moor depends upon the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students’ personal development and well-being. The Faculty Leader for English will need to ensure the faculty is led, managed and organised to meet school and subject aims and objectives.

**DIMENSIONS**

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

* The strategic direction and development of the faculty
* Teaching and learning
* Leading and managing staff
* Pupil progress and standards of achievement
* The efficient and effective deployment of staff and resources

**ACCOUNTABILITIES**

* The strategic direction and development of the subject
* To contribute significantly to an annual Faculty Improvement Plan, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation.
* To lead Faculty Quality Assurance processes and lead Self-Evaluation and Team Development Planning.
* To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
* To represent the faculty in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To develop current systems with regard to health and safety, risk assessments, collection and storage of valuables and other key procedural requirements.
* Teaching and learning
* To contribute significantly to the leading of the development and implementation of effective teaching and learning strategies.
* To contribute significantly to leading the development and implementation of effective faculty assessment policies, within the framework of those for the whole school.
* To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
* To ensure homework is set in line with school policy.
* To develop the faculty curriculum and implement its intention effectively.

**Leading and managing staff**

* To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school’s programmes of staff training and development.
* To ensure that Performance Management is carried out according to school regulations and that staff receive regular feedback, which supports progress against their PM objectives.
* To support, formally and informally, the pastoral needs of Faculty staff where appropriate.
* To lead on the management of under-performing staff within the Faculty area.
* Pupil progress and standards of achievement
* Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
* To have specific responsibility for the RAG meetings at KS4 and KS5.
* To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations.
* To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children’s progress.
* Writing reports on pupils and attending meetings with parents.
* To track different groups of students’ progress and put in a clear intervention plan where gaps exist.
* The efficient and effective deployment of staff and resources
* To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
* To provide a stimulating environment, including maintaining the content of displays that promote interest and learning.
* To lead and be accountable to the Principal for the spending of capitation allowances and the management of Faculty resource.
* Other Specific Duties
* To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
* To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above.
* To lead on behaviour management across the faculty, supporting colleagues and intervening where appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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| Name of Postholder: |
| Signature: |
| Date: |