



FARNBOROUGH
SPENCER ACADEMY

Farnborough Spencer Academy Job Description Head of English Faculty

Smart Job Purpose

Professional leadership, management and development of a faculty and accountability for securing high standards across the subject(s), high quality teaching and effective learning in a culture focussed on achievement, and the personal and social development of the students in harmony with the aims and ethos of the whole school.

Furtherance of the school's vision, values, ethos and culture, securing high standards and expectations in all aspects of academy life.

Role model with visible presence for staff and students, and disseminating positively Academy and Faculty policies.
Lead practitioner developing and enhancing the practice of others in and beyond the Academy.

Reporting to: The Principal / SLT

Line Management: English Faculty team

Salary Grade: TLR1b £10,204

Strategic leadership and accountability

- With team members, develop a shared vision of excellence for the Faculty, with learning, achievement and student development as the core purpose and promoting high standards and expectations for all.
- Promote collaboration, team working and secure high team performance.
- Be accountable for the achievement of student of all abilities: expected levels of progress in Key Stage 3, outcomes of external qualifications at Level 2; particularly at threshold levels grade 4, grade 5 and grade 7, with respect to whole Academy targets.
- Have oversight of the whole school literacy and reading strategy.
- Lead, develop and deploy effectively the TLR holders within the area to implement the vision and raise the standards.
- Ensure self-evaluation and QA processes are implemented in line with school policy and practice lead to action and improvement in the Faculty and Academy Improvement Plan.
- Decide and implement the most effective strategies for improvement to secure a faster rate of student progress across the subject(s).
- Foster high achievement and excellence within the faculty ensuring that students are encouraged and supported to aspire beyond their personal best.
- Ensure good standards of behaviour across the area through effective rewards and sanctions in line with school policy. Intervene at the appropriate stage where necessary.
- Establish a culture that promotes excellence, equality and high expectations of all students.
- Embody the values of the school by acting as a lead professional and setting a professional example to staff and students.
- Keep up to date with national and global trends in curriculum and pedagogy research and inspection findings to ensure innovative developments and practice.
- Contribute to system-wide leadership by supporting, working with and in other schools.
- Promote the 5 key outcomes of the "Every Child Achieves" agenda.



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- Prepare the Faculty for internal monitoring and external inspections using the Ofsted framework use a range of data to secure improvement and evaluate impact.
- Data management - use range of data: SISRA, Fischer Family Trust, CATS & examination results to set targets, monitor and track student progress against baseline data and other benchmarks.
- Ensure that appropriate policies, Handbook and standard operating procedures are in place to support staff in their work, especially those new to the Faculty.
- Communication - ensure the Principal, line manager and Governors are informed of Faculty developments, priorities, achievements and progress towards action plans via presentations and reports.
- Administration: Calendar of activities, marketing & publicity, promotions at whole school events e.g. Open evenings etc.
- Chair Faculty meetings and disseminate the action points.
- Participate in appropriate leadership, governor, staff meetings and training sessions as identified by the Principal.

Curriculum, Teaching and Learning:

- Lead curriculum development so that the faculty provides courses appropriate to the needs and aspirations of the students.
- Ensure detailed schemes of learning with clear learning objectives, course content, guidance on pedagogy and the use of ICT, timelines and various assessment methods and opportunities. Monitor and evaluate the schemes of work and update as appropriate.
- Be responsible and hold team members to account for the consistent implementation of the school's learning and teaching policy within the faculty.
- Ensure that all staff understand the essentials of good / outstanding lessons and actively encourage their consistent delivery.
- Ensure that all staff differentiate work to meet the needs of students of all abilities.
- Through the meetings' structure, maximise the opportunities for professional development.
- Support collaborative planning and facilitate high quality teaching and learning through the use of ICT
- Actively promote the use of new technologies as tools for learning.
- Provide opportunities for enhancement and enrichment activities, out of hours and home learning, on – line revision etc.
- Develop practitioners within the team who can effectively coach and mentor to eliminate inadequate teaching.
- Ensure compliance with school assessment marking and reporting policies. Lead and implement effective strategies to assess and track student progress accurately and co-ordinate timely intervention to prevent underachievement.
- Ensure quality homework is set and marked with constructive feedback.
- Ensure that all staff understand the messages from sources of performance data.
- Ensure the effective use of assessment data to inform planning, grouping, target setting and challenging students to higher achievement.
- Advise on timetable requirements including the allocation of teachers to classes and students to teaching groups.
- Provide information, as necessary, to the Principal, parents, teachers and governors about the work of the Faculty, student progress, and exam results.
- Liaise with the Heads of Year and SENCO in all matters concerning student learning, progress and behaviour



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- **Assessment:** Ensure Faculty compliance with all assessment and reporting policies, procedures and deadlines for students, parents and Governors.
- Monitor & evaluate assessment for learning strategies - consistency of marking across the team including reports to parents.
- Ensure quality home learning is set and assessed.
- Establish Faculty programme to support students with preparation and revision for examination.
- Take action in response to feedback from examination boards and moderators' reports.

Personnel: Line / Performance Management:

- Demonstrate commitment to effective working relationships, distributed leadership and individual and team development.
- Monitor and evaluate the quality of teaching and the effectiveness of team members in delivering student outcomes.
- Be accountable for the performance and line management of staff; line manage the TLR holders.
- Engage effectively with the process of performance management, recognising and rewarding the achievement of staff and ensuring performance improvement.
- Support the professional and personal development of staff. Identify plan and organise staff learning – training coaching mentoring, inducting new staff, and ensuring the supervision of Newly Qualified Teachers and student Teachers, GTPs, ITT trainees.
- Develop the capability and capacity for leadership.
- Advise the Principal regarding changes in staffing in line with curriculum requirements; in liaison with leadership team link, co-ordinate the arrangements for the recruitment and selection of staff i.e. adverts, job descriptions, shortlisting, meeting candidates and interviewing.
- Participate in the recruitment and selection of staff and trainees.
- Provide professional input for the purposes of Threshold, UPS, references, promotion, induction and ITT.
- Ensure all staff set cover work when absent.
- Develop a Handbook advising on procedures, policies and practices for the faculty to support new staff and as an up to date resource for the leadership link.

Resources and environment for learning:

- Decide upon priorities for spending allocated resource funds and maintain accurate records and control of spending.
- Embrace the best value principle and be able to demonstrate the impact of funding decisions.
- Promote the effective use, care, maintenance and security of resources within the area.
- Control resources, stock of books and equipment held by the faculty and ensure the inventory is up to date.
- Monitor the quality and effective use of classroom displays.
- Be responsible for good Health and Safety practice within the area.

Students, parents and community, system wide and international links:

- Regularly obtain student views and feedback through surveys and discussion on the quality of the received curriculum.



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- Take advantage of assembly opportunities to stimulate and motivate students in the faculty.
- Ensure that rewards policies are applied in line with whole school policy, so that students are praised and rewarded for good work.
- In line with whole school procedures, contact and involve parents in the learning process as appropriate for praise or behavioural support.
- Liaise with the SENCO and have oversight of the identification of needs in line with the SEN Code of Practice, and disseminate relevant student information, including the use of pupil profiles and behaviour support plans.
- Liaise with the Exam Officers and Learning Support Assistants to ensure all aspects of internal and external exams are managed effectively.
- Provide opportunities for the development of student responsibility and leadership.
- Provide opportunities for extra – curricular activities to promote the subjects extended learning opportunities within the faculty, ensuring that any subject visits are organised in line with school policy.
- Work collaboratively with other teams for curriculum and pedagogical development.
- Develop effective links with Primary Schools, HE institutions and the local business community for mutual benefit.
- Develop effective links with the local community including business and industry.
- Support leadership and learning in other Partnership Schools as required as part of our role as a Trust lead secondary school, teaching school and National Support School.
- Collaborate with wider networks regionally and nationally for sharing best practice.
- Develop an international links strategy for the Faculty in line with school developments.
- Publicise and market the work of the Faculty and communicate with stakeholders through newsletters and the intranet.

Any other duties reasonably requested by the Principal commensurate with the level of remuneration.

This generic job description outlines the main duties and responsibilities of the post, it is not exhaustive, nor delineates each task or time to be spent. The job description may be amended at any time following discussion between the Principal and postholder.

October 2021