

# The Ecclesbourne School

Learning Together for the Future



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Head of the English Faculty</b>
<b>Faculty and Curriculum Leadership Role:</b>	To be a curriculum leader within the English Faculty and to be responsible for all aspects of teaching and learning.
<b>Responsible to:</b>	Assigned member of the Strategic Leadership Team
<b>Responsible for:</b>	All teaching and support staff working within the faculty and department
<b>Grade:</b>	TLR 1
In addition to the duties summarized in your job description please refer to: <ul style="list-style-type: none"><li>• The current year's statutory Guidance on School Teacher's Pay and Conditions (issued by the DfE) which details:<ul style="list-style-type: none"><li>○ Conditions of Employment of Teachers other than Head Teachers</li><li>○ Conditions of Employment of Deputy Head Teachers and Assistant Head Teachers</li><li>○ Conditions of Employment of Head Teacher's (the duties of which you will be expected to carry out in the event of the absence of the Head Teacher from the School).</li></ul></li><li>• The current year's Professional Standards for Teachers.</li><li>• The Conditions of Service for School Teachers (the Burgundy Book)</li></ul>	
You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.	
The School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.	
The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken. This job description may, after satisfactory negotiation has taken place, be modified by the Head Teacher to reflect or anticipate changes which occur over time at a local or national level	
As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.	

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<b>Strategic and operational planning:</b>	<ul style="list-style-type: none"> <li>• To formulate and maintain aims and objectives for the faculty with colleagues coherent with students' needs and those of the School.</li> <li>• To lead the development, implementation and updating of appropriate specifications, resources, schemes of work, policies and strategies within the faculty.</li> <li>• To oversee the day-to-day management and operation of the faculty.</li> <li>• To monitor actively student progress and to follow up and support as appropriate in order to raise attainment.</li> <li>• To support appropriately the application of and monitoring of progress in cross-curricular subject areas.</li> <li>• To liaise with the School's Health and Safety Officer in order to ensure that School and national Health and Safety and Risk Assessment requirements are followed.</li> </ul>
<b>Resources:</b>	<ul style="list-style-type: none"> <li>• To manage resources efficiently and effectively and within School guidelines and policies for the benefit of all students and all faculties.</li> <li>• To oversee the maintenance of a pleasant working environment within faculty areas and across the whole school.</li> </ul>
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>• To deploy staff (teaching, support and classroom support) efficiently, effectively and equitably.</li> <li>• To identify and meet as appropriate staff development needs, including designing relevant programmes, ensuring an equitable distribution of training and liaising closely with the Induction Tutor.</li> <li>• To enhance effective working relations, including promoting teamwork, encouraging leadership and motivating staff.</li> <li>• To lead the recruitment process for all relevant staff with the specific SLT member.</li> <li>• To lead the successful induction of all new members of staff.</li> <li>• To participate in the School's teacher training programmes as required.</li> <li>• To monitor, support and mentor colleagues and to provide references.</li> <li>• To ensure that appropriate arrangements are in place for the setting of work when staff are absent within the Faculty, including liaising with cover staff such that effective learning takes place.</li> <li>• To oversee the Performance Management programme for teaching staff and the Personal Review System for support staff within the Faculty as necessary, including acting as a reviewer for a significant number of staff within the Faculty.</li> </ul>

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<b>Monitoring and supervision:</b>	<ul style="list-style-type: none"> <li>• To monitor, sample and evaluate the effectiveness of teaching and learning, including sampling the setting and marking of class work and homework, in order to encourage continuous improvement in line with current school policy.</li> <li>• To monitor, sample and evaluate specifications, resources, schemes of work, policies and strategies within the Faculty.</li> <li>• To lead and participate in Performance Management lesson observations.</li> <li>• To lead the process of target setting within the Faculty.</li> <li>• To supervise the review of all policies and practices within the Faculty at least once every three years.</li> </ul>
<b>Information:</b>	<ul style="list-style-type: none"> <li>• To provide accurate and up-to-date information about the Faculty.</li> <li>• To encourage and oversee the use of performance data to track and monitor student progress, including the relevant analysis and interpretation of prior attainment data.</li> <li>• To co-ordinate the collection of Faculty performance data as required.</li> <li>• To report on aspects of student examination performance as required.</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the Faculty are familiar with Faculty and School aims and objectives.</li> <li>• To lead Faculty meetings on curriculum and whole school issues, including Faculty Leadership Team meetings.</li> <li>• To attend and actively contribute to Curriculum Leadership Team (CLT) meetings.</li> <li>• To contribute to the evolution of whole school policies and procedures.</li> <li>• To represent the views of the Faculty when necessary, including at CLT meetings, and to ensure that effective two-way communication takes place.</li> <li>• To communicate curriculum targets in the annual improvement plan.</li> <li>• To produce an annual written report on the work of the Faculty and to make presentations to the Governing Body as necessary.</li> <li>• To communicate and consult effectively and as appropriate with students and parents.</li> <li>• To liaise with partner schools, higher education bodies, industry, examination boards and other external bodies as relevant.</li> </ul>
<b>Liaison and marketing:</b>	<ul style="list-style-type: none"> <li>• To contribute to liaison and marketing activities, including the preparation of bids as necessary.</li> <li>• To lead the development of effective subject links with partner schools and the community, attending, if necessary, partner school liaison events.</li> <li>• To promote the subject area at open days/evenings and other events.</li> <li>• To develop relevant subject links with external agencies.</li> </ul>

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<b>Pastoral:</b>	<ul style="list-style-type: none"> <li>• To monitor actively student progress and to follow up and support as appropriate in order to raise attainment.</li> <li>• To help to monitor student attendance, progress and performance in relation to individual targets.</li> <li>• To act as a form tutor and carry out the duties associated with the role as outlined in the generic post description as required.</li> <li>• To contribute to PDC, House, work-related and enterprise activities as required.</li> <li>• To lead behaviour management work within the Faculty in line with School policy.</li> <li>• To write reports to parents in accordance with school policy.</li> <li>• To lead a daily duty team as required.</li> </ul>
<b>Teaching:</b>	To undertake an appropriate timetable of teaching in line with current School Teachers' Pay and Conditions Document practices.
<b>Specific Requirements</b>	<ul style="list-style-type: none"> <li>• To liaise with the Strategic Leadership Team in the delivery of an appropriate, high quality and cost-effective curriculum.</li> <li>• To lead curriculum development within the faculty, directing the work of personnel as necessary.</li> <li>• To offer support to colleagues and to encourage the sharing of good practice between colleagues, including peer observations of teaching.</li> <li>• To initiate, monitor and respond to curriculum developments as appropriate at school, local and national levels.</li> <li>• To liaise with the External Assessment Co-ordinator to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To oversee the provision of extra-curricular events and activities which promote the School's aims.</li> <li>• To support and promote whole school initiatives through the work of the faculty.</li> <li>• To conduct research as necessary to further develop the curriculum.</li> </ul>
<b>General Requirements:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community.</li> <li>• To promote the school positively within the local community and beyond.</li> <li>• To promote current Health and Safety provisions and policies.</li> <li>• To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties, including computer equipment.</li> <li>• To support the management and administration of the examination process within the School in any way necessary.</li> <li>• To undertake any other tasks that may reasonably be regarded as being within the nature of the duties and responsibilities of this post, provided that, after satisfactory negotiation has taken place, any significant and permanent changes are incorporated into a revised job description.</li> </ul>

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