

JOB DESCRIPTION

JOB TITLE: Head of English Faculty

FACULTY: English

RESPONSIBLE TO: Senior Line Manager

SALARY: TLR 1a

PURPOSE: To provide professional leadership and management within the Faculty in accordance with whole school procedures and policies, in order to secure high standards of learning and achievement for all students.

Key accountabilities:

1. Learning and Teaching

Within the Faculty you will organise effective teaching and learning of the subject, evaluate the quality of teaching and standards of students' achievement, set targets for improvement and organise support.

In order to achieve this, you will:

- Evaluate the teaching and learning of English within the school and ensure the Teaching and Learning Policy (The Oakwood D.E.A.L and P.A.R.T.S) is followed by all staff in the faculty.
- Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability, SEND, those for whom the Pupil Premium is applicable and all disadvantaged students.
- Ensure that there are opportunities for educational enhancement (intervention classes, trips, links with local community, etc.)
- Ensure the effective deployment of resources.
- Establish a partnership with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets.
- Undertake Appraisal procedures in line with school policy.
- Ensure school policies are followed by all members of the faculty.

2. Student Progress

Within the faculty you will:

- Ensure that all information about students' academic history is used effectively to secure more than expected progress for all groups of students.
- Analyse data using school systems (including SISRA) to inform future planning and intervention for underperforming students and student groups.
- Establish and implement clear consistent practices and procedures (in line with school policy) for marking, assessing, recording and reporting on student achievement.
- Give praise and encouragement to students to promote a positive approach to learning.
- Use data effectively to identify students who are underachieving and where necessary, create and implement effective plans of action to support those students.
- Establish clear targets for attainment and evaluate the progress / achievement of all students, including those with SEND, those for whom the Pupil Premium is applicable and all disadvantaged students.

- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly self-motivated in their work and to complete tasks independently when out of school.
- Ensure that lessons within the faculty have a consistently high level of challenge which will stretch and inspire students.
- Ensure that the school behaviour policy is implemented throughout the faculty.

3. Curriculum Area: Leadership, Management and Development

You will establish, with involvement of relevant staff, plans for the development and resourcing of the Faculty which:

- Identify realistic and challenging targets for improvement.
- Complete a Faculty Action Plan according to school protocol.
- Identify actions to be taken, timescales and criteria for success.
- Work collaboratively with the Senior Leadership Team who will provide support and challenge through regular Line Management meetings and at Senior Leadership Team Meetings.
- Ensure that the Headteacher and Governors are well informed about Faculty policies, plans and priorities, the progress in meeting objectives and targets and faculty related professional development plans.
- Plan for and guide the Faculty through any Curriculum changes, so that the students receive and study the very best English curriculum.
- Work collaboratively with other post holders within the school, for example: Heads of Faculty, Year Group Leaders and SENCo.

4. Teaching Staff: Leadership, Development and Enhancement of Teaching Practice

Within the Faculty you will:

- Be a role model for all staff.
- Line manage and develop team members, review their performance, organise support where appropriate and set challenging targets in order to foster a positive, collaborative and ambitious culture.
- Commit to the coaching philosophy, using the coaching model with other staff.
- Ensure that trainee, non-specialist and newly qualified teachers are appropriately trained and supported.
- Establish clear expectations and constructive working relationships among staff involved in the subject, evaluating practice and developing an acceptance of accountability.
- Audit the training needs of all staff working within the Faculty.
- Ensure the provision of high quality professional development for all subject staff.
- Enable teachers to achieve expertise in their subject teaching.
- Ensure that moderation protocols and procedures are in place throughout the Faculty to help support the school assessment policy.

5. Professional Skills and Judgement

You should demonstrate and follow:

- The school's vision, aims and policies as embedded in the School's Teaching and Learning Policy. (The Oakwood D.E.A.L and P.A.R.T.S).
- Strategy and development plans to achieve the school's vision and ethos.
- The restorative approach to solving issues whenever possible.
- Statutory requirements regarding cross-curricular responsibilities, Health and Safety and the SEND Code of Practice, assessment and reporting and for those for whom Pupil Premium is applicable.
- Characteristics of high quality teaching and strategies for raising standards.
- The effective use of performance data in relation to raising attainment and standards.
- The School's financial management policies and procedures.
- The use of inspirational ICT to impact on school improvement.

- The schools Health and Safety guidelines and comply with all school policies.

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (previously CRB).

We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of gender, ethnicity, religion, age, and all other aspects of diversity and therefore welcome and encourage applications from diverse backgrounds to join our team.