



Head of Faculty - English and Arts - (MPS plus 2 ESF Points)

JOB DESCRIPTION

To provide outstanding leadership and management of the staff, curriculum and outcomes in the English and Arts faculty.

KEY ACCOUNTABILITIES

A. Personal Qualities

- Uphold the highest standards of professional and business ethics and support the Principal in ensuring that this impacts on your decision-making processes.
- Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.

B. Curriculum (Intent)

- Articulate and uphold a clear vision for the curriculum across the English and Arts faculty.
- Lead the on-going development of an ambitious, well sequenced, knowledge-rich curriculum for all students across English and Arts faculty.
- Strategically plan for the development of Science by developing a strategic development plan in line with the College Development Plan.

C. Curriculum (Implementation)

- Demonstrate outstanding classroom pedagogy and excellence in your own practice.
- Promote excellent teaching for all staff across the department to achieve high standards of learning, progress and attainment in all aspects of the curriculum.
- Identify the barriers to learning for key groups of students (PP, SEND) and ensure strategies are put in place to support their access to the curriculum.
- Provide staff with structured support, interventions and coaching in teaching across the faculty.
- Support and embed whole school teaching and learning priorities across the faculty.
- Working with the Assistant Vice Principal (Quality of Education) and in line with the College practices and quality assurance procedures, track, monitor and evaluate teaching and learning in your subject areas.

D. Curriculum (Outcomes)

- Embed the use of rigorous, accurate assessments across your subject areas in order to accurately assess student progress and attainment and to inform future planning.
- Use a question level analysis following termly assessments to identify key misconceptions and gaps in knowledge and the actions and interventions to follow.
- Ensure moderation is completed to ensure that standards are in line with national assessment standards.
- Produce data analysis on the progress and attainment of students in your subject areas and use this to inform interventions and the direction to teachers.
- Drive student outcomes up through strategic and targeted interventions.
- With the AVP (Curriculum and Standards), ensure that the curriculum for English and Arts are carefully sequenced for progression and that the curriculum is delivered as planned.

E. Leadership

- Uphold and contribute to the College's distinctly Christian ethos.
- Demonstrate excellent classroom presence and support behaviour for learning through an effective classroom culture.
- Line manage subject teachers within the Science Department through the College Performance Management process.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create a culture of reflective practice and improvement and professional dialogue across your team so that staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- To undertake other duties and responsibilities as is reasonably directed by the Principal

This job specification may be revised if the needs of the school change in the future.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS		
Degree (2:2 or above) or equivalent in English (or relevant subject area).	National Professional Qualification of Middle Leaders	Application form and certificates
Teaching qualification (Secondary)		Application form and certificates
Qualified Teacher Status (QTS)		Application form and certificates
Evidence of a commitment to further professional development	Experience of line managing other staff.	Application form and certificates
KNOWLEDGE AND EXPERIENCE		
Excellent track record of classroom teaching demonstrated through student outcomes.		Application form, personal statement, results and references
Demonstrable understanding of effective teaching and learning strategies and how they may be used to raise attainment and progress of all students, including those with special educational needs	Experience of training/coaching staff.	Application form, interview
Experience in developing a rigorous, knowledge-rich, sequenced curriculum.		Application form, personal statement, references
Significant knowledge and understanding of the GCSE syllabus and assessment requirements in English.		Application form, personal statement, references
Ability to work strategically with data and analyse, interpret and respond appropriately		Application form, personal statement, interview
Demonstrable ability in leading interventions to improve outcomes.		Application form, personal statement, interview
Experience developing innovative approaches to learning, teaching, mentoring and guidance	Experience of sharing best practice within the school.	Application form, personal statement, interview
ATTITUDES		
Promote and safeguard the welfare of all students and staff		Personal statement, assessment process
Committed to continual professional development, in particular with regard to academy leadership		Personal statement, assessment process
RELATIONSHIPS		
Excellent interpersonal and communication skills to support students' needs and staff development		Personal statement, assessment process

A team player who seeks to have positive and mutually supportive relationships with colleagues		Personal statement, assessment process
SKILLS & WORK-RELATED REQUIREMENTS		
A clear Enhanced DBS check		DBS Check, application papers
Excellent organisation skills		Personal statement, assessment process
Self-motivated, resilient and tenacious		Personal statement, assessment process
Ability to work under pressure to meet deadlines		Personal statement, assessment process
Creative thinker and able to anticipate and solve problems		Personal statement, assessment process
Strong leadership and management qualities.	A demonstrated ability to inspire and motivate others and hold them to account	Application form, interview, references, assessment process
Excellent ICT skills and use of appropriate technology		Personal statement, assessment process
A proactive approach		Personal statement, assessment process
Ability to initiate and manage change		Personal statement, assessment process