



Head of Faculty (English and MFL)

Responsible to: Headteacher through Leadership Team Link

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and those required to meet the Teachers' Standards. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This job description is illustrative and may be amended in discussion between the post holder and their line manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Leading and Managing Staff

1. Lead and appraise a team of teachers in English
2. Provide support for the professional learning of all teachers in the faculty
3. Line manager the Head of MfL and Head of Media

Ensuring High Quality Student Outcomes

1. Monitor student achievement through analysis of progress, engagement and homework data and create in-year action plans (4i models) to address any emerging issues in English, as well as quality assuring 4i models written by other Heads of Department in the team
2. Monitor closely the performance of individual groups of students including Pupil Premium and SEND across the faculty
3. Monitor setting arrangements for students across the faculty and be one of the decision makers in moving students across sets
4. Ensure that all faculty staff produce high quality class profiles detailing interventions to meet the needs of all of the students they teach, prioritising Pupil Premium and SEND students in particular
5. Write the faculty timetable and allocate teaching groups to staff

Leading Teaching and Learning

1. Ensure that the English curriculum, across year groups, is engaging, innovative and promotes high quality student outcomes
2. Keep abreast of curriculum developments nationally, including changes to specifications at GCSE and A level
3. Provide advice and support on the implementation of up to date specifications for GCSE in English
4. Provide advice and support on teaching and learning methods in English which secure high quality student outcomes
5. Ensure that effective and proportionate assessment systems are in place to measure student performance and to enable students (and their parents) to see what they need to do next to improve
6. Ensure high quality marking and feedback in English

7. Evaluate the quality of teaching and learning in the faculty through a variety of monitoring activities, including lesson observations and learning walks, and use this information to improve the quality of teaching and learning further
8. Ensure that the teaching environments in the faculty are stimulating and safe
9. Promote and develop independent study skills for students across year groups
10. Support and uphold all relevant school policies
11. Contribute to whole school teaching and learning events (including teachmeets, etc)

Working with Others

1. Work closely with the Leadership Team link and have a fortnightly meeting with them
2. Work closely with Head of Student Services/SENCO and Student Services Team to support students, including those with SEND, across year groups
3. Work closely with parents of all students to support their learning and maximise their progress
4. Work in collaboration with partnership primary schools where relevant to maximise student learning in English across phases
5. Work in collaboration with other English departments across the Acer Trust in order to share best practice

Other Responsibilities

1. Prepare the agenda for and chair Faculty Meetings
2. Attend and contribute to Senior Leaders' meetings
3. Attend and contribute to Middle Leaders' meetings
4. Write an annual School Improvement Plan for English and support the Head of MfL and Head of Media in writing their School Improvement Plan
5. Complete an annual exams analysis document and quality assure the MfL exams analysis
6. Complete an annual departmental SEF and quality assure those written by the Head of MfL and Head of Media
7. Ensure that all arrangements for exams are in place including controlled assessments, special arrangements, exam entries, etc
8. Ensure that all students receive appropriate Information, Advice and Guidance (IAG), especially in relation to Guided Choices in Year 9 for GCSE courses
9. Organise events for students, where appropriate, as part of our "Student Focus Days"
10. Ensure that students have a range of extra-curricular opportunities (including educational visits) to support their learning in English, MfL and Media Studies
11. Take an active role in Teaching and Learning Reviews
12. Carry out regular student voice activities
13. Make contributions to the weekly Staff Bulletin
14. Make contributions to the weekly School Newsletter
15. Make links with the local community where appropriate
16. Prepare an annual budget for English and support the Head of MfL and Head of Media Studies in budget preparation for their own areas
17. Ensure that the faculty pages on the school website are current and useful
18. Carry out any other reasonable request by the Headteacher.