

## Head of English and Media Faculty

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| <b>Responsible to:</b>      | SLT line manager for Faculty  |
| <b>Responsible for:</b>     | Deputy Head of Faculty, 3 <sup>rd</sup> in Faculty and/or any Heads of Department |
| <b>Contract Type</b>        | Full time (job share proposals will be considered)                                |
| <b>Teaching commitment:</b> | 34 hours per fortnight  |
| <b>Pay Scale / TLR</b>      | L8 – L12  |

### Leadership and Management

- The overall responsibility for the leadership, organisation, development, monitoring and evaluation of all aspects of the faculty's work.
- Day to day oversight of the faculty.
- The preparation of the annual faculty development plan in consultation with team members and the Senior Leadership Team (SLT).
- Overseeing the Deputy Head of Faculty, who has responsibility for PP and SEND provision within the faculty, including the quality of education and student progress/attainment.
- Overall responsibility for High Achieving Students provision within the faculty, including the quality of education and student progress/attainment.
- Supporting the Headteacher and Leadership Team in the development and implementation of all school policies, including curriculum, teaching and learning, behaviour and welfare.
- Meeting with SLT twice a term as a member of extended SLT.

### Curriculum and Assessment

- Ensuring that all students receive a high quality of education across the faculty, appropriate to their needs and in line with the school's agreed curriculum principles.
- Overall responsibility for standards in own subject area, including quality of education and student progress/attainment.
- Responsible for Key Stage 4 in own subject area (line management of other TLR holders overseeing Key Stage 3 and 5).
- Responsible for holding any heads of department, within the faculty area, to account for standards in those subject areas, including quality of education and student progress/attainment.
- Responsible for accurate data analysis in own subject area, and for ensuring accurate data analysis is undertaken by any heads of department in other subject areas within the faculty.
- Ensuring that all students' progress is assessed, recorded and reported on in line with whole school policy.
- Ensuring that students are prepared and entered for appropriate examinations across the entire faculty.
- Ensuring that the faculty makes an important contribution to aspects of whole curriculum review and development.

### Personnel

- Leading, developing and deploying effectively the TLR holders within the area to implement the vision and raise standards.
- Leading and encouraging effective team work throughout the faculty by organising regular meetings and providing advice and support.
- Holding staff to account for delivering the highest quality of provision and for sustaining improvement in student outcomes.

- Conducting drop ins, learning walks, observations and deep dives.
- Conducting appraisals in line with whole school policy and ensuring other line managers within the faculty conduct theirs.
- Overseeing the work of any student teachers and NQTs/NQTs+1 within the faculty.
- Identifying and providing for staff training needs in line with the faculty's development plan.
- Participating in the appointment of new staff as required.
- Having a concern for the welfare of the staff, including any support staff associated with the department, and to provide support, guidance and motivation to these staff.

#### **Finance**

- Identifying resource needs in line with the faculty's development plan.
- Managing the faculty's budget to ensure that expenditure is in line with identified needs and developmental targets.

#### **Extra-Curricular Activities**

- Maximising students' enthusiasm for learning through the introduction, promotion and development of extra-curricular activities, across the faculty, which accommodate all levels of ability.
- Developing strong links with parents and the local community through, for example, activities with link primary schools.

#### **Site Management**

- Ensuring that the faculty provides an attractive and stimulating learning environment by maintaining its good standard of accommodation, equipment and display.
- Ensuring that displays are varied and regularly updated or changed.
- Ensuring that staff and students respect and care for the area by promoting a caring ethos and implementing appropriate strategies for resource/area management.
- Liaising with the Facilities Manager to ensure that facilities and equipment are properly maintained.

#### **Pastoral Responsibilities**

- Ensuring that a caring and well-disciplined learning and social environment is maintained within the faculty.
- Being responsible for the oversight of all students involved academically in the faculty.
- Ensuring that the faculty uses the system of rewards and sanctions outlined in the school behaviour policy effectively.
- Liaising with guidance team leaders with regard to issues of student welfare and behaviour and providing specific support to students where necessary.
- As a tutor, supporting and monitoring the social and academic development of the tutor group and contributing to the development of the Success For Life programme.
- Attending and assisting with the organisation of appropriate Parents' Evenings, Open Evenings and transition evenings.

#### **Whole school responsibilities**

- Represent the views, concerns and interests of the faculty at meetings and other forums as required.
- Support the school's CHARACTER values, ethos and policies, and to ensure that school policies are applied correctly and consistently by all members of the team.
- Respond to all requests for information by SLT and others in a timely manner.
- Liaise with parents, trustees and other external agencies as appropriate.
- Undertake any other reasonable duties as determined by the SLT line manager or Headteacher.

Denefield is committed to safeguarding, safer recruitment and promoting the welfare of students and expects all staff and volunteers to share this commitment. Our comprehensive recruitment and selection processes aims to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks. All short-listed candidates will be subject to online searches and any successful candidates will be required to complete a Disclosure and Barring Service (DBS) check. All candidates will be required to submit the names of two referees, one of which must be your most recent employer. CVs will not be accepted.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.