

HEAD OF FACULTY

Job Description	- Head of English
Main Purpose	- To provide professional management of the English Faculty through securing high quality teaching, effective use of resources and improve standards of achievement
Responsible to	- An Assistant Head
Responsible for	- Colleagues (Teaching and Associate) within the Faculty
Key Areas	- Routine Tasks
1. Leading the strategic direction of subjects within the Faculty	<ul style="list-style-type: none">• creating a climate of mutual respect and shared understanding between the Faculty and the rest of the school• interpreting local and national developments in subjects within the Faculty and steering innovation for the benefit of students.• making a contribution to the management priorities of the whole School as a member of SDG (School Development Group)• ensuring that data analysis is highly effective and responsive, enabling all students to progress
2. Developing the quality of learning within the Faculty	<ul style="list-style-type: none">• managing curriculum plans which deliver coherence, continuity, key skills and spiritual/moral/social/cultural and academic development for students.• monitoring the quality of learning within the Faculty, promoting the development of new approaches and the raising of academic standards.• establishing policies for assessment appropriate to target setting, helping future learning and reporting to parents.
3. Leading the support, challenge and development of staff within the Faculty.	<ul style="list-style-type: none">• enabling staff to form constructive professional relationships with students and each other.• encouraging reflection among staff in the Faculty and further professional development by means of performance management etc.• providing expertise and training to all staff within the Faculty including ITT and NQT staff.
4. Managing the efficient deployment of resources (including capitation and staff) within the Faculty.	<ul style="list-style-type: none">• planning and allocating budgetary resources according to whole-School objectives, Faculty plans and value for money.• ensuring there is a safe, effective and stimulating environment conducive to learning within the Faculty.• co-ordinating the maintenance and search for learning resources within and beyond the Faculty (including ICT).

The Academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the Academy's Safeguarding policies, and to recognise that safeguarding is *everyone's* responsibility.