



## Job Description

# HEAD OF ENGLISH AND COMMUNICATION FACULTY

**Responsible to:** SLT Line Manager  
**Salary Grade:** Teachers Main + TLR 1C  
**Full time/Part time:** Full Time

### Job Purpose

We are seeking an outstanding individual to raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.

### Key Responsibilities

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the curriculum area • To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school
- To be accountable for managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have

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a range of policies in place which promote safeguarding and safer working practice across our schools.

### **Operational/ Strategic Planning**

- To manage the development of appropriate syllabuses, resources, schemes of work, AFL and teaching and learning strategies in the faculty.
- The day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Return to Work interviews etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.(SIP)
- To manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject areas, SIP and the aims and objectives of the School.
- To take an active role in the Trust's Strategic Team meetings in English.

### **Curriculum Provision**

- To liaise with the Deputy Head and SLT Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.

### **Curriculum Development**

- To manage curriculum development for the whole faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To identify and explore links within and between subjects/curriculum areas.

### **Staffing / Staff Development / Recruitment / Deployment of Staff**

- To work with the SLT Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for a

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group of staff within the designated faculty.

- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Associate Teacher/relevant staff to secure appropriate cover within the faculty.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.

### **Quality Assurance**

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the faculty and to work towards their achievement.
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.
- To contribute to the School procedures for lesson observation.
- To implement School quality assurance procedures and to ensure adherence to those within the faculty.
- To monitor and evaluate the curriculum area/faculty in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Faculty's quality assurance procedures meet the requirements of Self Evaluation.

### **Management Information**

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Governing Body with relevant information relating to the faculty performance and development.

### **Communications**

- To ensure that all members of the faculty are familiar with its aims and objectives.

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- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with stakeholders.
- To represent the Faculty's views and interests.

### **Marketing and Liaison**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and Newsletters.
- To manage the development of effective subject links with partner schools and the community, attendance where necessary at events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

### **Management of Resources**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the SLT line manager in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.

### **Pastoral System**

- To monitor and support the overall progress and development of students within the faculty.
- To monitor student students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role.
- To ensure the Behaviour Management system is implemented in the faculty so that effective learning can take place.

### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

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### **Additional duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

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

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**

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