



JOB DESCRIPTION

JOB TITLE: Head of English Faculty
SITE: Arena Academy (Perry Beeches The Academy)
CONTRACT: Full-time/Permanent
RESPONSIBLE TO: Headteacher
START DATE: ASAP
CLOSING DATE: 29 September 2017
SALARY: Main Pay Range plus a TLR 1B
JOB NO: PBIHEN
NO OF POSTS: 1

Post Requires Police / DBS Clearance: **Yes**
Is the job exempt from the Rehabilitation of Offenders Act? **Yes**
Is the post exempt from job share **Yes**

Responsible for: Teaching and supporting all designated classes in English

Main purpose of role:

- Commitment to promote and implement Perry Beeches The Academy Trust vision
- Provide professional leadership and management of the subject in order to secure high quality learning and effective use of resources within the department
- Ensure that every student is positively encouraged to develop their potential in terms of their ability
- To support and motivate teachers within the department and to act as mentor when required

1.0 JOB PURPOSE

- 1.1 Know and understand your leadership role in the Academy to know the requirements for assessment, recording and reporting of student's attainment and progress.
- 1.2 To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- 1.3 To monitor and support the overall progress and development of students as a Teacher/Form Tutor.
- 1.4 To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- 1.5 To contribute to raising standards of student attainment.
- 1.6 To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Have an up to date knowledge of developments in your subject
- 2.2 Establish aims and objectives for your department in line with the Academy Development Plan Know what constitutes high quality learning and teaching.
- 2.3 Be a role model for students, inspiring them to be actively interested in English
- 2.4 Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- 2.5 Lead and manage all people in the department – teachers, students and support staff where relevant
- 2.6 Ensure that resources such as equipment, finance and accommodation are used efficiently and effectively - this will mean liaising with teachers in the department and with members of the Senior
- 2.7 **Management Team-** Through the Academy Review system monitor the quality of learning and teaching in the department
- 2.8 **Encourage the sharing of good practice throughout the department and the Academy-** Set targets to improve the quality of learning and teaching within the department in order to raise achievement.
- 2.9 Develop productive professional relationships with departmental colleagues, students and parents
- 2.9 **Set high expectations for students' behaviour in the department-** Develop students' literacy, numeracy and ICT skills through the subject whenever possible. Implement all Academy policies within the department.

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION

- 1. Regularly supervised with work checked by supervisor.
- 2. Left to work within established guidelines subject to scrutiny by supervisor.
- 3. Plan own work to ensure the meeting of defined objectives.

4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	SCP	NO OF POSTS	LEVEL OF SUPERVISION*

*Use 1,2 or 3 as in 3.2

**OBSERVANCE OF PERRY BEECHES THE ACADEMY TRUST
EQUALITY POLICY WILL BE REQUIRED**



PERSON SPECIFICATION

JOB TITLE: Head of English Faculty

SALARY: MPR plus TLR1B

EFA DEPARTMENT: Teaching

SITE: PBI

Method of Assessment (M.O.A.)

AF = Application Form I = Interview T = Test P = Presentation

TT = Teaching Task

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • A good honours degree or equivalent • QTS • Have a secure knowledge and understanding of the English curriculum and related pedagogy • An awareness of the impact that their subject can make to the whole Academy 	<ul style="list-style-type: none"> • Experience of Middle/Senior Leadership 	<p>AF</p> <p>AF</p> <p>AF/I</p> <p>I/TT</p> <p>AF/</p>
TEACHING	<ul style="list-style-type: none"> • Evidence of excellent classroom practice • Excellent understanding of effective and engaging teaching methods • Able to incorporate assessment for learning strategies into everyday practice • The ability to engage, enthuse and motivate students • Able to use ICT to enhance learning and teaching 		<p>TT/AF/I</p> <p>TT/AF/I</p> <p>TT/AF/I</p> <p>TT/AF/I</p> <p>TT/AF/I</p>

PROFESSIONAL ATTRIBUTES	<ul style="list-style-type: none"> • Highly motivated and willingness to continue learning • Resilient and responds well to challenge • Excellent communication skills • Team player • Initiative • Able to prioritise 	<ul style="list-style-type: none"> • Career teacher, interested in developing further insight into whole Academy approaches to English 	I I I TT/ TT/ TT/
RELATIONSHIPS WITH YOUNG PEOPLE	<ul style="list-style-type: none"> • Have high expectations for all young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them • Hold positive values and attitudes and adopt • High standards of behaviour in their professional role 		TT/ TT/ TT/
ASSESSMENT	<ul style="list-style-type: none"> • Full understanding of the use of assessment to inform planning • Able to mark and record assessment outcomes in line with whole Academy and departmental policy 	<ul style="list-style-type: none"> • Understanding of how to mark to GCSE level • Understanding of how to give effective feedback using assessment for learning. • Experience of the new English Specifications. 	TT TT
PLANNING	<ul style="list-style-type: none"> • The ability to plan lessons and sequences with clear objectives to ensure progression for all students • The ability to adapt schemes of learning to suit the needs of students and groups of students 		TT/ TT/ TT/
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Enthusiasm, drive and a love for the job • Clear vision and an innovative approach for learning and teaching 		I I I

	<ul style="list-style-type: none"> • A passion for ensuring all aspects of Academy life demonstrate integrity and respect • Commitment to a high profile presence in and around the Academy • Ability to communication skills, both verbal and written. • Ability to organise, plan and prioritise time effectively • Willingness to challenge others to produce positive outcomes • Flexibility, adaptability and creativity 		
OTHER	A commitment to developing out-of-Academy hours		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO PERRY BEECHES THE ACADEMY TRUST
EQUALITY POLICY**

COMPILED BY HR

DATE: 21/09/2017