



Queen Katharine Academy



Queen Katharine Academy

Application Information Pack

Faculty Leader – English



Principal's Welcome



Dear Applicant,

Thank you for your interest in joining Queen Katharine Academy (QKA). I am delighted to introduce myself as the new Principal and to welcome you to a school celebrated for its vibrant and diverse community.

At QKA, both students and staff thrive in an inclusive and supportive environment, making our academy a truly exceptional place to work and learn.

Our commitment to academic excellence, character development, and a positive school culture is at the heart of everything we do. Guided by our core values – **Respect, Ambition, and Responsibility** – we aim to foster a collaborative and aspirational workplace where every colleague is valued and empowered to reach their full potential. Whether you are starting your career or bring a wealth of experience, you will find a culture that supports professional growth, innovation, and a shared dedication to continuous improvement.

Queen Katharine Academy is proud to be part of Thomas Deacon Education Trust (TDET), a forward-thinking network of academies dedicated to collaboration and educational excellence. As a member of TDET, our staff benefit from shared expertise, resources, and opportunities for professional development within a supportive and progressive network.

With over 20 years of experience in education, including senior leadership roles across a variety of schools, I know how vital a nurturing and ambitious staff culture is for student and school success. At QKA, I am dedicated to building on our strong foundations and working closely with colleagues to create an environment where staff are valued, supported, and empowered—so that together, we can ensure every student is supported, challenged, and inspired.

We are proud of the progress our academy community continues to make and excited about the opportunities ahead. If you are seeking a rewarding, dynamic, and supportive environment where you can grow your career and make a real difference, I encourage you to apply to join our dedicated team.

Thank you for considering Queen Katharine Academy as the next step in your professional journey.

Yours sincerely,

Mr. M. Taylor | Principal



Job Description

Job Title	Faculty Leader - English
Reports to	SLT
Line Management of	Subject Leaders
Salary/Grade	MPS/UPS plus TLR1c
Date Last Evaluated	September 2025
Core Purpose	<p>To provide professional leadership and management for the faculty in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners.</p> <ul style="list-style-type: none">• Be accountable for leading, managing and developing all aspects of educational provision within the faculty.• Raise standards and improve outcomes for all learners across all staff in the faculty.• Hold Subject Leaders to account for learner progress within their subject.• Develop and enhance the quality of teaching among all staff within the faculty.• Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying in the faculty.• Manage and deploy teaching/support staff, financial and physical resources within the faculty effectively to support the delivery of the outcomes of the development plans and the Academy Improvement Plan.

Key Responsibilities

Planning, progress and policies

- Support Subject Leaders to develop and review syllabuses, resources, schemes of work, marking, assessment and teaching and learning strategies in the faculty.
- Oversee day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.
- Work with key staff to actively monitor and measure the impact of intervention programmes on the progress made by individuals and groups of learners.
- Implement all Academy policies and procedures across the faculty.
- Work with Subject Leaders to formulate aims, objectives and strategic plans for each subject within the department to support the objectives and outcomes of the QKA School Improvement Plan (SIP).



Curriculum and Teaching

- Undertake an appropriate programme of teaching and tutoring.
- Be responsible for monitoring and developing the quality of teaching for all Faculty staff, with a clear focus on quality assurance and professional development.
- Be accountable for the development and delivery of the faculty curriculum across all subject areas and for all learners.
- Keep up to date with and respond to national curriculum developments and best practice in teaching and learning methodology.

Staffing

- Be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.
- Contribute to the Academy's Continuing Professional Development cycle and ensure that faculty colleagues are supported in the Continuous Development process.
- Undertake Continuous Development Reviews and act as reviewer for a group of staff within the designated faculty.
- Cover for classes when staff in the faculty are absent, ensuring continuity and progression in learning.
- Promote teamwork and motivate staff to ensure effective working relations.

Quality Assurance and Performance Data

- Be responsible for implementing the quality assurance within the faculty.
- Ensure that the Faculty's Quality Assurance evidence is used to inform the requirements of the Academy's Self Evaluation and improvement planning processes.
- Produce an annual examinations analysis and take an active role in curriculum area reviews as part of the Academy's self-evaluation cycle.
- Ensure the maintenance of accurate and up-to-date information concerning the faculty and the timely completion of whole Academy data collection.
- Analyse and evaluate, with the faculty, check point and external performance data and take appropriate intervention action in response.

Communications

- Ensure that all members of the faculty are familiar with departmental aims and objectives within the framework of the SIP.
- Ensure effective communication/consultation with parents.
- Liaise with partner schools, higher education, and industry, examination boards, awarding bodies and other relevant external bodies and partners.
- Represent the Faculty's views and interests.
- Contribute to the Academy communication and marketing activities, e.g. the collection of material for press releases and the Academy website.
- Lead the development of effective subject links, communication and networking within TDET, with other schools and the wider education community.



Management of Resources

- Manage the available resources of staff, finance, space and equipment efficiently within the Academy agreed limits, guidelines and procedures, including deploying the department budget.
- Work with the appropriate member of the Senior Leadership Team in order to ensure that the faculty's teaching commitments are effectively and efficiently timetabled and roomed.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Qualified Teacher Status.	E	A
Degree in relevant subject.	E	A
Enhanced safeguarding/child protection training.	D	A
Further degree (e.g bachelor's or master's degree).	D	A
Knowledge & Understanding		
The principles and characteristics of good or better teaching.	E	A/L
Effective review and evaluation procedures.	E	A/I
The application of ICT within teaching.	E	L
Innovative approaches to working with students, parents, staff and the local community.	E	A/I
Understanding of inclusive education.	E	A/I
Knowledge of effective leadership.	E	A/I
Different methods of consulting with stakeholders.	D	A/I
Good record of personalisation of learning.	D	A/I
Skills & Abilities		
Communicate the vision of the academy in relation to the development of learning and teaching.	E	A/I
Effective written and oral communication skills for a variety of audiences.	E	A/T
Promote and market the academy positively, reflecting the core values and brand.	E	I
Make decisions based on analysis, interpretation and understanding of relevant data and information.	E	I/T
Prioritise and manage own time effectively.	E	A/I
Work with good will under pressure and to tight deadlines.	E	A/I
Ability to inspire confidence in staff and students.	E	A/I
Ability to adapt to changing circumstances/new ideas.	E	A/I
Work effectively both as a leader and as a member of a team.	E	A/I
Initiate, lead and manage change.	E	A/I
Set high standards and provide a positive role model for students and staff.	E	A/I
Ability to manage staff issues professionally and resolve conflicts.	E	A/I
Ability to use initiative to solve problems.	E	A/I
Motivate all those involved in the team through values driven leadership.	E	A/I



Clear demonstration of the ability to coach/model best learning experiences to other staff.	E	A/I
Liaise effectively with the wider community, other organisations and agencies.	D	A/I

Experience

An excellent track record of recent, relevant professional development.	E	A/I
Accountability for the performance of a cohort of young people.	E	A/I
Evidence of outstanding classroom practice.	E	L
Experience of carrying out performance related reviews for staff.	E	A/I
Leadership of a whole academy project or an area of academy development.	E	A/I
Innovative use of resources.	D	A/I
Accountability for the success of an initiative.	D	A/I

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application

I – Interview

T – Task/Activity

L – Lesson Observation

R – References



Queen Katharine Academy



Thomas Deacon Education Trust

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