



The Fernwood School

High Achievement with Care & Discipline for All

Faculty Leader for English

Job Description



Salary: **TLR 1C**

Responsible to: Senior Leadership Team and Headteacher

Responsible for: English leadership team and English teaching staff

Professional duties

As a teacher employed by The Fernwood Academy Trust you shall carry out the professional duties of a class teacher and middle leader as circumstances may reasonably require. (As provided for under the current School Teachers' Pay and Conditions Document.)

Main Purpose

General duties and responsibilities for all qualified teachers

The post requires you to teach students in the age 11-16 age range within the professional duties of a Class Teacher under the School Teachers' Pay and Conditions Document, and in addition:

- Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for students are matched to their needs.
- Continuously assess students, provide feedback, set targets for students and ensure they know how best to improve.
- Use examples of students' work to exemplify standards and secure high expectations.
- Organise lessons effectively to ensure high quality learning.
- Use positive discipline management techniques to resolve conflict and promote collaborative learning.
- Consistently apply whole school policies to ensure effective learning and inclusion.
- Contribute to the teaching of literacy and numeracy across the curriculum.
- Use appropriate ICT to ensure effective learning.
- Contribute to the academic, vocational and work-related curriculum as appropriate.
- Contribute to the development of all school policies.
- Participate in continuous professional development and appraisal processes.
- Act to promote a "pathway" approach, working with primary schools and post 16 providers as appropriate.
- Work with parents as partners to raise standards and achievement.
- Form professional and co-operative working relationship with colleagues.
- Set a good example to students through personal and professional conduct and presentation.
- Remain committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them.
- Be responsible to your line manager.

You may be asked to undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibility/grade of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.



Specific duties and responsibilities of a Faculty Team Leader

Role

Work with the Senior Leadership Team and Faculty Leaders from other curriculum areas to play a collaborative role in steering whole school curriculum policy and professional development. Play the lead role in the strategic and day-to-day development of your faculty to ensure the highest possible quality of educational provision and standards of attainment for all students. Develop a sense of pride, professionalism and team spirit in all who work in the faculty. Maintain a stimulating and structured environment conducive to excellence in teaching and learning.

Responsibilities

Leadership, Management and Communication

- To set high expectations of your team and the students in school.
- To provide inspirational and innovative leadership, in setting the vision and securing the engagement and motivation of your team.
- To strive to create amongst the teachers within the curriculum area a sense of identity and unity of purpose.
- To foster a sense of 'collegiate responsibility' amongst the teachers to ensure an equitable sharing of workload commensurate with roles, experience and talents of team members.
- To take a lead in nurturing and developing the skills and expertise of your team. Oversee and support their CPD including ITT and ECT programmes and the induction of new staff where appropriate.
- To provide the link between whole school and faculty organisation and development to:
 - Implement whole school policies and reflect the Fernwood ethos within the context of the faculty.
 - Participate in discussions on curriculum and whole school policy.
 - Represent the faculty in leadership meetings and in consultation with Senior Leaders and Governors, including consultation on matters related to the recruitment and selection of staff.
- To hold regular formal meetings of the teachers in the team. These meetings should involve all members of the team and allow for information giving, the expression of opinion by all members and the discussion of all matters pertaining to the teaching of team members.
- To make effective and efficient use of the human and physical resources available to support teaching and learning. This will include:
 - The deployment of teaching and non-teaching staff.
 - The utilisation of the physical environment.
 - The provision, development, replenishment and purchasing of T&L resources, and budget planning and maintaining records.
- To seek to establish sound relationships with Trustees and parents and encourage mutual concern and respect, and liaise, as appropriate, with agencies outside school.
- Leadership of specific whole school projects and attendance and contribution to senior leadership meetings when appropriate.

Curriculum Intent, Implementation and Planning

To inspire and lead the faculty intent for student learning ensuring all implementation strategies and activities lead to positive student outcomes.

- To develop and monitor a faculty development plan as part of the annual school planning cycle.



- To ensure that appropriate schemes of work are available for all groups taught within the curriculum area. In doing so, due consideration should be given to:
 - Long, medium and short-term planning, including learning objectives, progression over time and adaptation/differentiation as required.
 - the needs of students.
 - the demands of current legislation.
 - current educational research and pedagogy.
 - curriculum contribution to the holistic threads of the Fernwood Award.
- To have oversight and final responsibility for the implementation of schemes of learning, marking policies and whole school development strategies within the faculty.
- To keep up to date with national developments which affect teaching of the subject.
- To liaise with the members of the Senior Leadership Team over matters relating to timetabling and schemes of work.
- Ensure that effective systems and practice are in place for formative and summative assessment. Utilise the outcomes of assessment to inform future learning and student target setting.
- To ensure that a system of recording student attainment and achievements in the curriculum area is designed and used effectively.

Teaching and Learning

- To foster a climate where achievement is recognised and celebrated.
- To focus the work of the faculty on student learning. Promote discussion about pedagogy and teaching practice to:
 - share ideas about lesson design and delivery.
 - extend teaching repertoire and strategy.
 - create effective learners.
- To maintain an effective and stimulating approach to teaching with the curriculum area.
- To seek opportunities to sustain improvement and build the capacity within your faculty. This will involve you in:
 - embedding and sharing good practice.
 - coaching and mentoring.
 - identifying and supporting training.
- To ensure that the learning needs of all students are met by the faculty. This will include differentiation to stretch the most able, provision for students with Special Educational Needs, positive action to break down barriers to learning and collaboration with colleagues from the Pastoral Leadership Team to meet the individual needs of targeted students.
- To implement intervention strategies to address student underachievement.

Student Guidance, Welfare & Discipline

- To promote positive attitudes and an enjoyment of learning.
- To guide students in their option choices, educational pathway and post 16 progression.
- To support and advise staff within the faculty regarding student discipline and behaviour.



Student / Parent / Teacher partnerships

- In consultation with Pastoral Leaders ensure that an appropriate means of reporting information to parents is used to concur with school and national policies.

Enrichment & Community

- To strive to provide as stimulating an environment as possible in which learning is encouraged.
- To have oversight of strategies to enrich and enhance the curriculum and opportunities for out-of-hours learning, including staff development.

Quality Improvement

- To share with the Senior Leadership Team the monitoring and evaluation of teaching standards and standards of work being achieved by students in the curriculum area. This will include:
 - Detailed analysis and evaluation of student performance data using the APRI tools.
 - The appraisal of staff and implementation of the school's appraisal and development process.
 - Faculty self-evaluation and contribution to the school's School Improvement Plan.
- To monitor the use of resources of time, money and supply teacher support allocated to the curriculum area for INSET purposes.
- To ensure that the evaluation of schemes of learning takes place on a regular basis.
- To implement the school's Quality Improvement procedures within the faculty. This will involve:
 - Reviewing samples of students' work.
 - Student questionnaires/surveys.
 - Learning walks.
 - Reviewing curriculum documents and planning.
- To report to the Head Teacher and Senior Leadership Link when reasonably required, on all aspects of the faculty.