

Job Description

Job Title: Head of Faculty - English and Film Studies
Reporting to: Senior Leadership Team
Salary Scale: MPS/UPS + TLR 1B

Main purpose

The subject leader will take lead responsibility for providing leadership and management for English and Film studies (KS5), to develop and lead a creative and inspirational English and Film programme to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning
- Achievement for all

Duties and responsibilities

Strategic direction:

- Develop and implement policies for the faculty in line with our school's commitment to high-quality teaching and learning
- Promote the subject within the faculty, the importance of studying the subject(s), and the value that it brings across the school and the wider world
- Have a good understanding of how well the subjects are being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the faculty, which supports the heads of subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of these subjects
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Lead and support the Key Stage Leads and Literacy and EAL Coordinator
- Promote careers education through the subjects and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the RMET academy trust within subject groups on subject-related events, projects and activities

Leading the curriculum:

- Develop and review regularly the vision, aims and purpose for the faculty area
- Lead one subject area within the faculty
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the faculty area

- Support in the leadership and development of the RMET PROUD strategy intended to support our learners to become confident orators who enjoy debate, and understand the world around them

Leading and managing staff:

- Establish an effective team and hold regular meetings to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the faculty area
- Monitor teaching and learning by visiting lessons and talking with pupils to assess how well the faculty area is being implemented and how well it is delivered across the school
- Provide feedback to middle leaders and teachers based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject areas
- Coach and model leadership behaviours so as to support middle leaders
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support middle leaders and teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for performance management for the middle leaders in the faculty, and your subject teachers, appraising staff in line with the school's appraisal policy

Efficient and effective deployment of resources:

- Create a safe, welcoming environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience. Support Key Stage Leads, Literacy and EAL Coordinators to do the same
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Ensure the department is compliant with all Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could contribute to RMGS.

	Essential	Desirable
Qualifications		
Qualified Teacher Status (QTS)	✓	
Degree or equivalent	✓	
Experience		
Exceptional classroom practitioner	✓	
Proven performance securing student progress and outcomes	✓	
Ability to teach to both GCSE and A-Level.	✓	
Strong Leadership skills	✓	
Knowledge		
Able to consistently plan and deliver effective and creative lessons which inspire and challenge students	✓	
Able to communicate effectively, written and orally	✓	
Effective behaviour management	✓	
Up to date awareness of curriculum development	✓	
Efficient administrative, organisational and personal management skills	✓	
Ability to inspire others and ability to bring about effective change	✓	
Clear understanding of assessment	✓	
Ability to build positive relationships with a range of stakeholders	✓	
Ability to coach and mentor staff	✓	
A clear vision and sound educational philosophy	✓	
Personal Attributes		
Energy, enthusiasm and resilience	✓	
Ability to inspire, motivate and challenge	✓	
Reliability and integrity	✓	
Professionalism – appearance and interpersonal skills	✓	
Suitable to work with children	✓	
A commitment to safeguarding students and to inclusive education	✓	
Ability to self-evaluate and reflect upon your own practice	✓	
Ability to work independently and in a team	✓	
Flexible, reliable and drive	✓	
Commitment to supporting the full life of the school	✓	