

JOB DESCRIPTION

Director of Faculty for English

Location:	Ormiston Horizon Academy
Salary:	OAT Grade L7 to L10
Hours:	Full Time (Permanent Role)

Core Purpose

To provide effective leadership and strategic direction for the Faculty, ensuring that it is managed and led in a way that meets its aims and objectives and contributes positively to whole-school priorities. This includes the development and delivery of a high-quality curriculum to maximise student achievement and progress.

To support and secure high standards of teaching and learning across the faculty by leading on the development, implementation, and evaluation of policies and practices that promote continuous improvement, professional growth, and excellent outcomes for all students.

All staff are responsible for safeguarding and promoting the welfare of children and young people, and the Director of Faculty will model and uphold the highest standards in this duty.

Key Areas

Strategic Direction and Development of the Subject

- Create a positive and supportive climate within the faculty, enabling staff to develop and maintain enthusiasm for teaching.
- Lead by example, demonstrating high standards of teaching and a passion for the subject to inspire both staff and students.
- Lead the strategic planning of the faculty by establishing short, medium, and long-term development and resourcing plans that align with whole school aims and set realistic targets for improvement.

Teaching and Learning

- Keep up to date with new initiatives and developments within the faculty to ensure teaching remains current and effective.
- Provide regular CPD within the department using an instructional coaching model that demonstrates what best practice looks like regularly.
- Ensure all teachers are fully aware of examination requirements at KS4 and curriculum and assessment updates at KS3 in line with the Ofsted Framework.
- Lead the development and regular updating of Schemes of Learning, ensuring they include Core Knowledge and ambitious end points for students.
- Ensure teachers have clarity about lesson objectives and provide guidance on appropriate teaching and learning methods, taking action to improve practice where necessary.
- Ensure students have access to a broad range of appropriate resources, including effective use of ICT, and support staff in deploying these within lessons.
- Promote high expectations across the faculty by setting clear targets for student achievement and supporting staff to implement these.
- Establish and maintain robust policies for assessing, recording, and reporting on student achievement, including strategies to support SEN students and stretch the more able.
- Use data effectively to identify underachievement and implement, monitor, and evaluate targeted intervention strategies.

- Support staff in managing both the academic progress and behaviour of students, offering advice and strategies where needed.
- Develop strong partnerships with parents to engage them in their child's learning.
- Promote and facilitate opportunities for students to engage in extended curriculum activities and cultural capital experiences.

Leading and Managing Staff

- Support staff in building constructive working relationships with students and establish clear expectations and positive professional relationships among all faculty members.
- Ensure that all new teachers are effectively inducted and supported in understanding the requirements and expectations of the subject area.
- Implement a robust and rigorous quality assurance system to promote and maintain a strong Quality of Education within the faculty.
- Ensure an effective appraisal system is in place, enabling staff to understand what is required to progress through the pay scales and supporting their professional development.
- Establish purposeful departmental CPD that addresses the specific needs of the faculty and drives improvement in teaching and learning.
- Ensure that all staff understand how to accurately predict student grades at KS4 and are confident in doing so.
- Promote a culture of coaching and mentoring to support the ongoing development and growth of staff within the faculty.

Efficient and Effective Deployment of Staff and Resources

- Ensure the effective and efficient management and organisation of learning resources in the Maths Faculty including ICT.
- Ensures that the faculty budget is effectively managed.
- The faculty timetable effectively supports the needs of all students.

Examinations and Administration

- Manage and administer internal assessments examinations within the faculty, ensuring all processes run smoothly and in line with examination requirements.
- Devise and oversee appropriate internal assessments to monitor student progress effectively.
- Analyse and debrief staff on results and outcomes, identifying strengths and areas for improvement.
- Meet regularly with all stakeholders to discuss achievement and interventions to support the strongest outcomes
- Develop and implement clear action plans to address underperformance and secure improved outcomes in the subject area
- Take overall responsibility for student achievement and progress within the faculty, ensuring that standards continue to rise.