



**HEYFORD PARK  
SCHOOL**

## **Head of Faculty: Job description**

**Job Role:** Head of Faculty: English

**Reporting to:** Senior Leadership Team

**Salary:** MPS/UPS + TLR2b

### **Purpose**

The Head of Faculty: English is responsible for leading and developing their faculty to ensure high-quality teaching, strong student outcomes, and a positive learning environment. They will contribute to the wider leadership of the school and have line management responsibilities for some subjects outside of their immediate subject area.

The Head of Faculty: English will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

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## **Duties and Responsibilities**

### **Strategic Leadership and Development**

- Support the Senior Leadership Team to establish and communicate a clear vision for their faculty, ensuring it aligns with the school's strategic goals.
- Develop and implement an ambitious and forward-thinking faculty development plan.
- Lead and manage their faculty team, providing support, challenge, and professional development opportunities.
- Conduct performance management reviews for teachers in their faculty, ensuring high expectations and accountability.
- Foster a collaborative and professional culture within the faculty, supporting staff well-being and progression

### **Curriculum and Teaching and Learning**

- Ensure the curriculum in their faculty is broad, balanced, and ambitious, meeting the needs of all students.
- Develop and maintain high-quality schemes of work for KS3 and KS4, ensuring progression and challenge from the primary phase
- Set high expectations for teaching and learning, leading by example in classroom practice.
- Support staff development through mentoring, coaching, observation, and constructive feedback.

- Promote best practices in teaching and assessment, ensuring consistency across the faculty
- Provide leadership and support for the development of the curriculum in the Primary phase, ensuring alignment with the Secondary curriculum and fostering a coherent learning journey across all key stages.

### **Student Progress and Outcomes**

- Track and analyse student performance data, identifying trends and implementing interventions where necessary.
- Ensure all students are stretched and supported through targeted guidance for both students and staff.
- Work closely with SLT and other departments to improve student engagement and attainment.

### **Behaviour and Learning Culture**

- Foster a strong culture of behaviour for learning within the department.
- Ensure that systems of reward and sanctions are consistently applied to support positive student behaviour.
- Work with pastoral teams and parents to support students in achieving their full potential.

### **Collaboration and Wider School Contribution**

- Provide leadership and support for the development of the English curriculum in the Primary phase, ensuring alignment with the Secondary curriculum and fostering a coherent learning journey across all key stages.
- Develop positive relationships with parents, carers, and the wider school community to support students' learning and engagement.
- Actively participate in school leadership meetings, working with SLT to drive improvement across the school.

### **Line management**

- Line manage a team of staff across English and other faculty subjects (currently comprising staff across English, Performing Arts and MFL), providing support, challenge and professional development.
- Demonstrate flexibility in line managing colleagues from a range of subject areas, with faculty composition agreed in consultation with the successful candidate; the ability to lead effectively is more important than subject-specific expertise across all areas.
- Hold staff to account for the quality of teaching, learning and student outcomes through effective performance management and regular monitoring.

### **Other Key Responsibilities**

- Ensure compliance with all school policies, particularly in relation to safeguarding, health and safety, and equality.
- Carry out any other duties as directed by SLT, in line with the level and responsibilities of the role

**Safeguarding**

The Head of Faculty will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

**Please note:** This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Faculty will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher/line manager.

## Head of Faculty: Person specification

CRITERIA	ESSENTIAL QUALITIES	DISERABLE QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good degree in a relevant subject</li> <li>• Qualified Teacher Status (QTS)</li> <li>• Evidence of ongoing professional development</li> </ul>	Evidence of leadership development or additional leadership qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of high standards of teaching and learning in the classroom</li> <li>• Track record of excellent outcomes at KS4</li> <li>• Experience of successfully leading and managing departmental initiatives</li> <li>• Strong understanding of curriculum development in your subject area</li> <li>• Knowledge of data management systems and how to use them to drive improvement in standards</li> <li>• Experience in supporting excellent behaviour for learning in your department area</li> </ul>	<p>Experience of contributing to whole-school priorities</p> <p>Experience of managing the professional development of staff (eg. Interns)</p> <p>Experience of contributing to curriculum development across multiple key stages</p>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strong understanding of high-quality teaching and learning</li> <li>• Ability to analyse and interpret data to inform decision-making</li> <li>• Excellent written and oral communication skills</li> <li>• Strong organisational and interpersonal skills, with the ability to lead and inspire colleagues</li> <li>• Understanding of how to maintain high standards of behaviour for learning within a faculty</li> </ul>	

<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• A commitment to fostering a culture of high achievement</li> <li>• Ability to lead, motivate, and develop colleagues and students</li> <li>• A commitment to continuous improvement and personal development Integrity, enthusiasm, and resilience</li> <li>• A passion for education and ensuring the best outcomes for all students</li> <li>• Ability to work collaboratively with SLT, parents, and external stakeholders</li> </ul>	<p>A willingness to contribute to wider leadership priorities in the school</p>
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**Notes:** This job description may be amended at any time in consultation with the post holder.