

SETTLE COLLEGE

Faculty Leader English & Literacy

TLR 1.2

Job Description

Name:

Date appointed:

Revised:

- The post holder will be a member of the College's Extended Leadership Group.
- This is a senior post within the College
- Job descriptions of all members of the Extended Leadership Group will be revised annually by negotiation and as part of the performance management process.
- It is anticipated that there will be regular amendments to Extended Leadership Group job descriptions to allow for professional development and to accommodate the changing needs of the College.
- All ELG job descriptions carry both strategic and operational responsibilities.
- Many aspects of the job description carry line management responsibilities. It is the post holder's responsibility to ensure that those they line manage are able to carry out their duties. This will be achieved through regular (at least half-termly and in many cases more frequent) monitoring meetings. If it is felt that duties are not being effectively carried out it will be the post holder's responsibility to instigate measures for support and training and report progress to the Principal.

The job description may include all such other duties as the Principal and Governors may reasonably expect from time to time.

Purposes of the Post

The post holder will exercise the duties outlined in the generic job descriptions for a standard scale teacher and a Subject Leader. In addition the he/she will hold a significant whole school responsibility. This will be individually negotiated with post holders and will be subject to regular review according to the needs of the College. For this post the Faculty Leader will have the strategic and operational responsibility for the planning for leading the development of high quality **literacy** provision across the College and working closely with our primary feeder schools and ensuring that all the requirements of the 2012 OfSTED framework are met

Relationships and Responsibilities

1. The post holder is responsible in the first instance to the Vice Principal (Learning & Teaching)
2. The post holder will act as mentor and advocate for the other subject leaders (to be negotiated). A ½ termly meeting must be held with subject leaders following the common agenda (*to be found in my useful documents on the p:drive*). Any relevant issue will be reported back to Leadership Group. The role will include
 - Supporting Subject Leaders in interpreting data and target setting and value added
 - Advising on self evaluation and monitoring
 - Advising on Learning & Teaching

- Advising on appropriate intervention strategies
 - Reporting back on any key issues where strategic intervention or operational support are needed
3. The post holder is responsible for the teaching and non-teaching staff allocated to work in their subject area.
 4. The post holder also interacts on a professional level with colleagues and in particular with other senior staff in order to promote mutual understanding of the subjects within the College curriculum and with the aim of raising standards through improving the quality of leadership and management and learning and teaching within the College.

Main Duties

In addition to the duties of a teacher and subject leader:

The main employment duty attached to the post is to take responsibility for the leadership and management of English and Literacy including:

- a) Playing a major role in ensuring that the College's over-all curriculum is complementary and co-ordinated.
- b) To identify developments and targets for inclusion in the College Improvement Plan and to evaluate their implementation
- c) Membership of the Extended Leadership Group
- d) Lead the review, construction and resourcing of the curriculum by ensuring the subject is planned, implemented and reviewed within the framework of both national and internal policy
- e) Ensuring that subject policies on Assessment for Learning, Learning and Teaching and Behaviour for Learning are drawn up and implemented consistent with College policy.
- f) To take an active role in self evaluation, regularly observing the work of colleagues and providing opportunities for ongoing feedback and reflection on the nature of teaching and learning.
- g) To provide support for other post holders within the subject
- h) As a senior member of staff contributing to the selection for appointment and professional development of teaching and non-teaching staff
- i) Acting as a focus and an initiator for staff and curriculum development in their curriculum area and on a broader front to support College and departmental priorities and the personal development of staff.
- j) Leading meetings of teachers within the curriculum area as required.
- k) Representing or arranging for subject representation at all appropriate meetings in school and with other agencies.
- l) Identifying, arranging, organising and supporting such inter-disciplinary and cross-curricular courses and activities as may be appropriate.
- m) Co-operating with the appropriate Assistant Principal in developing links with feeder primary schools, Settle College Sixth Form, other 16+ centres and local employers.
- n) Appropriate liaison with other colleagues in all matters concerned with the time-table, curriculum, student groupings, examinations and related matters.
- o) Overseeing the budget setting process and allocating subject capitation.
- p) Management of the subject INSET budget
- q) Identify and provide for staff training and development needs
- r) Ensuring that subject stock and equipment are well cared for, economically and effectively used.
- s) Liaison with other schools, professional organisations etc to investigate and share good practice.

Health and Safety of students and staff.

The Faculty Leader is expected to foster a lively and enthusiastic atmosphere within the subject for both staff and students. To ensure that the subject rooms present a stimulating environment and to arrange, promote and support such activities as will enhance students' awareness of the subjects and thus enrich the life of the school.

Signed..... Date.....