



All Saints'  
Academy  
Cheltenham

# Application Pack Head of Faculty - English



Where every member of our extended family realises their God-given potential, inspired by **John 10:10**. Jesus said 'I have come so you may have life in all its **fullness**'.





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Academy  
Cheltenham



[www.asachelt.org](http://www.asachelt.org)

**All Saints' Academy**, Cheltenham, Gloucestershire.

Principal: Mr Benjamin Williams

### **Head of Faculty - English**

**Start date:** January 2025

**Salary:** Leadership Scale – Points 5-9 (£52,074 - £57,482 per annum)

**Hours of work:** Full-Time

**Contract:** Permanent

**Closing date:** 9.00 am, Tuesday 08 October 2024

We wish to appoint an outstanding Head of Faculty to lead the English faculty to ensure the achievement of excellent outcomes for our students in English.

Whether you are an experienced leader seeking a new challenge or someone taking their step into leadership, you will be supported with strong in-house support and NPQ training opportunities.

This role becomes available as our current Head of Faculty has been promoted to the senior team at the Academy. The English team is made up of 8 teachers who are based together in a suite of classrooms. The team continues to grow with regular trainees in the team in recent years becoming established colleagues. In recent years, great strides have been made in delivering excellent outcomes across the academy and English is no exception.

All Saints' Academy provides an excellent education for its students. Over the past few years our results have typically been amongst the best GCSE performing non-selective secondary schools in the Cheltenham and Tewkesbury area.

Following another Good judgement, Ofsted reported:

- All Saints' Academy is an inclusive school.
- Leaders and directors have been successful in improving pupils' life chances by ensuring that they have achieved well in recent years.
- Staff hold fast to the school's values and ethos, which unite them in their drive to improve standards.
- There is a clear determination to support pupils and their families to overcome barriers.

*Ofsted 2018*

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints' Academy has a Life Vision, 'Where every member of our extended family

realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy who welcomes applications from all denominations and those of none.

What we offer:

- The Academy is in an attractive new building, within easy access to Cheltenham, Tewkesbury and the M5 with onsite parking (including electric car charge points) and catering facilities
- Entry into the Teachers' Pension scheme
- Free access to the onsite gym facility
- Access to our Employee Assistance Scheme
- Excellent CPD opportunities for career progression

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2024 recommendations. Successful applicants will be subject to enhanced DBS clearance.

To apply for this role please complete an online application form that can be found on the Academy website [www.asachelt.org](http://www.asachelt.org). If you have any questions regarding this role please contact the HR team at [hr@asachelt.org](mailto:hr@asachelt.org)

*All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.*

## **Job Description**



<b>Post:</b>	Head of Faculty - English
<b>Reporting to:</b>	Assistant Vice Principal (English)
<b>Responsible for:</b>	Assistant Head of Department, teaching staff and other relevant personnel
<b>Salary Scale:</b>	Leadership Scale Points 5-9
<b>Working Time:</b>	Full time as specified within the STPCD

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **KEY RESPONSIBILITIES**

Strategic Development of Subject and Faculty Leadership:

- Assessing and leading the developmental needs of all department staff
- Enabling the improvement of subject leadership to impact on student progress, achievement and the quality of teaching and learning in their faculties.
- All department staff have a clear understanding of Ofsted's Intent, implementation and Impact curriculum and how it fits into the vision of All Saints' Academy.
- Support effective and responsive development planning in the department
- Support the professional development and leadership capacity of all staff
- Securing accountability from all subject leaders

### **JOINT RESPONSIBILITIES OF THE ACADEMY LEADERSHIP TEAM**

- The safeguarding and wellbeing of Academy students.
- Behaviour management.
- The quality of assessment and learning.
- Taking a lead role in creating positive relationships across the Academy.
- Performance management of a team of staff.
- Managing incidents and conflict resolution.
- Responding effectively and efficiently to staff, students and parental concerns.
- Leadership representation at evening events and external meetings.
- Fulfil directed duties
- Providing the Principal, Associate Principal, Vice Principals and Assistant Vice Principals with self-evaluation evidence, judgements and plans for improvement.

### **PERSONAL DEVELOPMENT**

- Keep up to date with new research and current practice, utilising national bodies to support.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

### **JOB PURPOSE:**

As a member of the Academy's Middle Leadership Team, the Head of Faculty will play a key role in ensuring that the Academy's Christian ethos is successfully promoted and adhered to throughout



every aspect of the Academy. This will involve engaging in the monitoring and evaluation systems established to ensure the Academy fulfils its vision and mission objectives.

- To ensure that the mission statement underpins the daily life of the Academy.
- To support the Principal and members of the Academy Leadership Team in reinforcing strong innovative leadership that results in a high quality, flexible learning and social environment with equality of access for all.
- To enable learners to benefit from high quality, innovative and enlightened approaches adopted for teaching and learning in the Academy with particular focus on a faculty area or group of students.
- To lead/support the implementation of effective systems for; assessment, recording, reporting and target setting for the Academy, for individual students and student groups.
- To ensure that the objectives of the Academy are met through the implementation of policies.
- To lead curriculum pathways in English that motivate, support and lift the academic and vocational aspirations of all learners in curriculum areas across the Academy.
- To make a very positive contribution to development of the Academy improvement program.
- To contribute to the monitoring, review and evaluation of the Academy's performance.
- To promote extra-curricular activities in accordance with the educational aims of the Academy.

#### **STRATEGIC/OPERATIONAL PLANNING**

In conjunction with the Senior Leadership Team the Head of Faculty will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England to education.
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement.
- Meet strategic targets for the Academy set by the Board of Trustees.
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Trustees.
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy.
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated learning areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- Ensure that Health and Safety policies and practices, including Risk Assessments are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

#### **CURRICULLUM MANAGEMENT**

- Liaise with Vice Principals and other relevant AVPs to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation.
- Assist in the design and implementation of a broad and balanced curriculum with an emphasis on The Environment to meet the aims of the Academy and the needs of all students.

- Ensure appropriate evaluation of the design and delivery of English; continuously striving to improve all aspects. Promoting innovative approaches to teaching and learning.
- Implementing Academy policy for promoting excellent student behaviour and work ethic.
- Monitoring and evaluating progress towards meeting student achievement targets.
- Ensuring that effective individual assessment, recording and reporting systems for student progress are in place and positively impacting on the individual progress of students.
- Ensuring that the Academy develops as an inclusive educational community and that students are given the opportunity to participate in the decision making processes.
- Ensure appropriate evaluation of the design and delivery of areas of responsibility and line management are continuously striving to improve standards.

#### **QUALITY ASSURANCE OF TEACHING & LEARNING**

- To keep up to date with national developments in teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Vice Principal or AVP responsible to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development and improvement of subjects are in line with national developments.
- To work closely with the Senior Leadership Team to observe, record, devise and advance the quality of progression in teaching and learning styles of staff and students as they move through the Academy.
- To support the Academy's Performance Management protocols in order to make a positive impact upon the quality of teaching in English, seeking to ensure that all teachers provide lessons which are consistently 'Good' or better, using OFSTED lesson observation criteria.
- To develop learning opportunities for pupils, students, parents and the wider community beyond the Academy day, including online activities which can be accessed away from the Academy.
- To lead or work closely with those responsible for the induction of new staff and the oversight of those undergoing Initial Teacher Training, GTP and student placements.
- To support the development of the VLE and ICT Infrastructure within the Academy.
- To obtain the views of pupils / students, with student voice consultation, about their learning experiences in English.
- To ensure homework policies and procedures across areas of responsibility are adhered to, ensuring consistency in recording, completion and marking, and parental /carer access to set homework.
- To ensure that the area's quality procedures meet the requirements of Self Evaluation and the Academy Improvement Plan.
- To seek/implement modification and improvement where required.

#### **PEOPLE MANAGEMENT**

- Implementing and monitoring best practice performance management processes so as to provide a positive framework for staff development and achievement.
- Assist in the development and implementation of a comprehensive programme of continuing professional development of staff with a focus on teaching and learning to be seen as paramount.
- To develop good management practice by ensuring positive staff relationships, participation, effective communication and procedures across the Academy.

## **DEVELOPING AND MAINTAINING STRONG COMMUNITY LINKS**

In conjunction with the Principal and Vice Principals:

- Enabling the Academy to be rooted at the heart of the community.
- Ensuring that parents and students are kept well informed and involved in appropriate Academy matters.
- Creating and developing ways of involving adults in the learning process.
- Supporting the development of outreach initiatives to the community especially to adult learners.
- Developing and supporting links with the business community so as to enrich the learning experience of both the Academy community and its partners.

## **MANAGEMENT INFORMATION**

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports in accordance to the quality assurance cycle.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Board of Trustees with relevant information relating to teaching and learning and student progress in Mathematics.

## **MARKETING & LIAISON**

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To support/lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

## **ADDITIONAL DUTIES**

- To play a full part in the life of the Academy community, to support its distinctive vision, mission and ethos to encourage and ensure staff and students follow this example.

This job description sets out the main duties of the post 2024-25. The Head of Faculty is required to undertake any other reasonable tasks at the discretion of the Principal. These responsibilities will be discussed annually as part of the annual performance management review and are subject to change in order for the Academy to develop strategically and effectively.

**Head of Faculty - English**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Graduate with good degree in a relevant subject.</li> <li>• Qualified Teaching Status.</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualifications in English or relevant areas</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent teaching skills.</li> <li>• Ability to teach English at GCSE level</li> <li>• Ability to offer extra-curricular activities.</li> <li>• Able to inspire, lead and support young people.</li> <li>• Show initiative and approach challenges with a positive attitude.</li> <li>• Able to use data effectively to assess prior attainment, track progress and set student targets.</li> <li>• Ability to lead and inspire a team</li> <li>• Ability to teach English up to A level</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use technology as a learning and teaching tool and a motivator.</li> <li>• Knowledge of examination specifications and requirements for English.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Flexible and enthusiastic attitude.</li> <li>• Clear ability to relate to young people.</li> <li>• A commitment to a positive culture of learning.</li> <li>• Resilience to support and find ways to develop young people.</li> <li>• Excellent communication skills.</li> <li>• Experience of planning successful lessons.</li> <li>• Clearly able to demonstrate the standards relevant to experience in teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Have ideas that you can turn into practice.</li> <li>• Ability to work proactively in a team.</li> <li>• Ability to self-review effectively and set appropriate performance targets.</li> <li>• Willingness to organise and participate in school trips.</li> <li>• Willingness to organise and participate in school productions and extracurricular activities</li> </ul>