



WILLIAM FARR

C of E Comprehensive School

Assistant Head of Department

Responsible to: Head of Department and Assistant Headteacher (Teaching and Learning)

Principal Function: To assist the Head of Department in all aspects of Leading and Managing Teaching and Learning for students in the department.

Key Responsibilities:

- To support the Head of Department in the leadership and management of the department.
- To deputise for the Head of Department in the event of temporary, short-term absence.
- To take responsibility for specific areas of leadership and management as delegated by the Head of Department; these include:
 - All Level 1 roles
 - At least one Level 2 role

Level 1 Roles

- Deputise for the Head of Department at various school meetings when required.
- Monitor the targets set for students and endeavour to ensure that they are but challenging.
- To regularly review schemes of work and provide guidance to the department to enable them to prepare and develop high quality detailed schemes of work that are in line with both departmental and school policies and national specifications.
- Endeavour to ensure that pupils' work is regularly assessed and monitored in accordance with school policy. This will involve ensuring that assessment materials are regularly evaluated and revised and that materials needed for assessments will be available at the appropriate time.
- Ensure that data is available for input into the school's management information system at the appropriate times.
- Assist the Head of Department to develop and monitor an effective rewards system.
- Assist with the early identification of pupils who are under-performing or show exceptional talent and provide suitable support liaising with the appropriate person.
- Support departmental staff in their duties.
- Carry out the Performance Management process with some staff as required.
- Attend relevant meetings and communicate necessary information to members of the department.
- Assist in carrying out various whole-school, local and national initiatives.
- Assist in planning and accompanying educational visits.

Level 2 Roles – in annual negotiation with the HOD

Lead and manage at least two year groups to include:

- Budgeting and ordering of equipment
- Writing strategic plans
- Developing VLE material
- Manage assessments

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Assistant Head of Department (Generic)

- Lead on Schemes of Work.

Lead and manage subject that is externally examined to include:

- Budgeting and ordering of equipment
- Writing strategic plans
- Developing VLE material
- Manage assessments
- Lead on Schemes of Work.

Drive a substantial initiative that has cross school importance, for example the Prince's Teaching Institute (PTI).

Lead and manage a significant area of the departments' work (for example all fieldwork) which requires coordination across two different phases to include:

- Budgeting and ordering of equipment
- Writing strategic plans
- Developing VLE material
- Manage assessments
- Lead on Schemes of Work.