

Job Description

Post Title:	Assistant Head of Department
Salary/Grade:	
	This description is in addition to the generic job description for a teacher.
Purpose:	<ul style="list-style-type: none"> To support the Head of Department and to deputise when and where appropriate. To endeavour to ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. To act as a Curriculum Lead and be responsible for leading and developing a negotiated area. To develop and enhance the teaching practice of others. To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
Reporting to:	Head of Department.
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	SLT, HOD, other relevant staff, LA representatives, external agencies and parents and governors
Working Time:	195 days per year. Full-time.
Disclosure level:	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning:	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated areas. The day-to-day management, control and operation of negotiated area provisions within the department. To assist in monitoring and following up student progress. To assist in the implementation of School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy etc. To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. To assist in the management of the business planning function of the department, and endeavour to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. To support the relevant manager in the application of ICT in the curriculum area.
Curriculum Provision:	<ul style="list-style-type: none"> To liaise with the Head of Department to endeavour to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.

	<ul style="list-style-type: none"> • To keep up-to-date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment/ Deployment of Staff:	<ul style="list-style-type: none"> • To work with the Head of Department and SLT to endeavour to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Performance Management Review and to act as reviewer for a group of staff within the designated department. • To promote teamwork and to motivate staff to endeavour to ensure effective working relations. • To endeavour to ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme.
Quality Assurance:	<ul style="list-style-type: none"> • To endeavour to ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and endeavour to ensure adherence to those within the department. • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:	<ul style="list-style-type: none"> • To endeavour to ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the department.
Communications:	<ul style="list-style-type: none"> • To help endeavour to ensure that all members of the department/curriculum area are familiar with its aims and objectives. • To endeavour to ensure effective communication as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding bodies and other relevant external bodies.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the development of effective subject links with partner schools and the community; to attend Parents' Evenings and other relevant events. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.

	<ul style="list-style-type: none"> To co-operate with other departments to endeavour to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Pastoral System:	<ul style="list-style-type: none"> To be a Form Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. To liaise with SLT & ELT to endeavour to ensure the implementation of the school's Pastoral System. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. To evaluate and monitor the progress of students and keep up-to-date student records as may be required. To contribute to the preparation of Action Plans and progress files and other reports. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff To contribute to PSHCE and citizenship and enterprise according to school policy To apply the behaviour management systems so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To encourage members of the department to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.