# Thirsk School & Sixth Form College

## HEAD OF DEPARTMENT

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### KEY PURPOSE:

To be accountable for leading and managing the provision of an appropriate, relevant, broad, balanced, curriculum in the subject/curriculum area; to maintain and raise standards of student achievement; monitor and support students' learning and progress in the subject[s]; to deploy, monitor and develop staff and use of financial resources to best achieve the aims of the department expressed in the schemes of learning and departmental policy documents.

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### 1. TEACHING

**1.1** To undertake an appropriate programme of teaching in accordance with the school Teachers' Pay and Conditions document

**1.2** To lead and manage the teaching in the department

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### 2. CURRICULUM PROVISION

**2.1** To liaise with the relevant member of the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the school's Improvement Plan and the school's self-evaluation

**2.2** To be accountable for the development and the quality of the curriculum and its intended goals and also the implementation of the delivery of the subject[s] and its impact on students and on their assessed outcomes.

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### 3. OPERATIONAL/STRATEGIC PLANNING

**3.1** To lead the development of appropriate syllabuses, resources, schemes of learning, curriculum outlines and maps, marking policies, assessment, teaching and learning strategies in the department and keep the Leadership Team informed

**3.2** To be responsible for the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources

**3.3** To supervise staff and monitor actively all aspects of the work of the department and track student progress

**3.4** To implement school policies and procedures

**3.5** To lead the department and work with colleagues to formulate curriculum intent, rationale, objectives, schemes of learning, departmental policies and plans for the department which have coherence and relevance to the needs of students

**3.6** To lead the department in ensuring that the activities of the department reflect the School Improvement Plan and the strategic priorities of the school

**3.7** To ensure that the work in the curriculum area fully reflects the school's distinctive values

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**3.8** In conjunction with the Head of ICT, to foster and oversee the application of ICT in the department, including the development of learning resources and the use of mobile technology, and remote learning where appropriate

**3.9** To ensure that Health & Safety policies and practices, including risk assessment, throughout the department, are in-line with national and school requirements, are applied and updated, and where necessary, to liaise with the school's H&S management team

### 4. CURRICULUM DEVELOPMENT

**4.1** To lead curriculum development for the whole department

**4.2** To keep up-to-date with national developments in the subject area(s), teaching practice, methodology and the development of ICT use in the subject

**4.3** To liaise with the Leadership Team and Examination Officer to secure accreditation with the relevant examination and validating bodies, including the supervision, standardisation and administration of coursework, projects, orals, exam practicals, etc.

**4.4** To be responsible for the development of Literacy, Numeracy, ICT, Citizenship, Enterprise, Enrichment, British Values and Social, Moral, Spiritual and Cultural development, and other cross-curricular elements of the curriculum to which the subject can contribute

### 5. STAFFING

**5.1** To set an impeccable example in punctuality, energy and effectiveness and to act as a positive rôle model

**5.2** To promote teamwork and a sense of unity and to motivate staff to ensure effective working relations

**5.3** To keep abreast of developments and to work with the relevant member of the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs

**5.4** To establish lines of delegation of departmental responsibilities

**5.5** To continue own professional development and share the impact of staff training

**5.6** To be responsible for the efficient and effective deployment of the department's technicians/support staff where applicable

**5.7** To undertake Performance Management Reviews and to act as reviewer for a group of staff within the department

**5.8** When staff are absent, to make appropriate arrangements for classes with the Cover Administrator and cover staff

**5.9** When required, to participate in the recruitment process for teaching posts and ensure effective induction of new staff in line with school procedures

**5.10** To participate in the school's Initial Teacher Training programme, where appropriate

| 5.11 | To be responsible for the day-to-day management of staff within the department |
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## 6. QUALITY ASSURANCE

**6.1** To evaluate the success of the department and undertake a detailed analysis of the department's performance data

**6.2** To play a full part in the setting of targets within the department and to work towards their achievement

**6.3** To identify, and address, areas of underachievement

**6.4** To establish common standards of practice within the department and develop the effectiveness of teaching and learning in all subject areas within the department

**6.5** To evaluate the quality of provision by lesson observation, learning walks, book scrutiny, monitoring students' work and gathering students' and parents' views

**6.6** To maintain student records within the department and monitor students' progress

**6.7** To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria

## 7. MANAGEMENT INFORMATION

**7.1** To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system

**7.2** To organise students into appropriate teaching groups in line with school policy

**7.3** To make use of, analyse and evaluate performance data provided

**7.4** 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

**7.5** To produce reports within the quality assurance cycle for the department

## 8. COMMUNICATIONS & LIAISON

**8.1** To ensure that all members of the department are familiar with the department's aims, objectives and schemes of learning

**8.2** To hold departmental meetings, summarise the content and keep the Leadership Team and line-managers informed

**8.3** To ensure effective communication/consultation as appropriate with the parents of students

**8.4** To represent the department's views and interests at Curriculum Leaders' meetings and elsewhere

**8.5** To lead the development of effective subject links with external agencies and internally

**8.6** To liaise with the school's Examinations Officer concerning public examinations, coursework and its assessment, orals and practicals and examination entries

**8.7** To ensure that reports, assessments and examination assessments are reported to students and parents

**8.8** To update school publications as required

## 9. MANAGEMENT OF RESOURCES

**9.1** To manage the available resources, teaching areas, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, selecting appropriate materials, requisitioning, organising and maintaining equipment and stock and keeping appropriate records; prepare plans and bids for submission to the Leadership Team

**9.2** To liaise with the Learning Resource Centre Manager on the provision of resources

**9.3** To work with the relevant member of the Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed

## 10. PASTORAL SYSTEM

**10.1** To be committed to safeguarding and promoting the welfare of children and young people, following correct procedures for safe recruitment, safe behaviour, and child protection as outlined in school policies.

**10.2** To monitor and support the behaviour and overall progress and development of students within the department and liaise with colleagues outside the department as appropriate, according to the Behaviour Policy

**10.3** To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary

**10.4** To support students in Y9, 11, 12 & 13 in making informed choices

**10.5** To act as a Form Tutor

**10.6** To contribute to PSHCE and Enterprise according to school policy

## 11. SCHOOL ETHOS

**11.1** To play a full part in the life of the school community, to support its distinctive values and aims  and to encourage and ensure staff and students follow this example

**11.2** Where appropriate, to foster the development of out-of-classroom activities associated with the department's work e.g. field work

**11.3** To actively promote the school's corporate policies

**11.4** To comply with any other reasonable requests from the Headteacher or another member of the Leadership Team