

JOB DESCRIPTION

Post Title: Deputy Head of Department

Purpose: To support the Head of Department in fulfilling his/her responsibilities for:

- Raising standards of student attainment and achievement within the whole department and to monitor and support student progress.
- Being accountable for student progress and development within the department area.
- Developing and enhancing the teaching practice of others.
- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- Being accountable for leading, managing and developing the subject / curriculum areas within the department.
- The effective management and deployment of teaching / support staff and financial and physical resources within the department to support the designated curriculum portfolio.

Reporting to: Head of Department

Responsible for:

- Subject Managers, teaching staff and other relevant personnel within the department.

Liaising with:

- Senior Leadership Team, other Heads of Department, Pupil Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA staff, parents.

Working Time:

- 195 days per year. Full Time.

Salary / Grade: TLR2b

Disclosure Level:

- Enhanced

MAIN (CORE) DUTIES

To work with the HOD to ensure that he/she is able to fulfil his/her responsibilities as outlined below. The detailed division of duties will be as agreed between the HOD and DHOD. It will reflect the differential criteria used for TLR1 and TLR2 postholders, although there will be occasions when the DHOD will be required to deputise for the HOD and there may therefore be times when a DHOD will fulfil some of the tasks described in a TLR1 post.

Operational / Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy etc.

- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the School.
- To link with relevant senior staff to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- In conjunction with appropriate senior staff to foster and oversee the application of ICT in the department, including the development of materials for Open Learning.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are inline with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Curriculum Development:

- To lead curriculum development for the whole department.
- 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 relevant senior staff to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the department.
- To ensure that the development of the subject area is in line with national developments.

Staffing

Staff Development

- To work with appropriate senior staff to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

Recruitment/ Deployment of Staff

- To be responsible for the efficient and effective deployment of the department's staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance:

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.

- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate 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.
- To ensure that the department's quality procedures meet the requirements of Self-Evaluation and the School Improvement Plan.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- 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 within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant senior staff, to manage the department's collection of data.
- To provide the Governing body with relevant information relating to the Departmental performance and development.

Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Departments views and interests.

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject 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.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the appropriate senior staff in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To monitor and support the overall progress and development of students within the department.
- 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.

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour management system is implemented in the department so the effective learning can take place.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties:

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

Other Specific Duties:

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- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Child Protection

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

Our standard loading factor is 22/26. Where a teacher's timetable comprises less than 22 periods (or the agreed number for TLR post-holders), they will be required to cover other classes'

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

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