



DESBOROUGH COLLEGE – Job description

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| Job title | Deputy Head of Department |
| Line managed by | Head of Department |
| Pay | |

JOB PURPOSE

- Assist the Head of Department in providing professional leadership and management of the department, raising standards of learner attainment, achievement and well-being through monitoring and supporting learner progress across curriculum and pastoral structures of the school in accordance with the strategic plan.
- To fulfil the school's mission: Developing future leaders the Desborough Way.
- Contribute to the overall ethos, work and aims of the school and Trust.

KEY AREAS OF IMPACT

The following key areas of impact are to be conducted in addition to those of the subject teacher.

Strategic Direction:

- Contribute as directed to the development and implementation of policies and practices for monitoring learner attainment, achievement and well-being which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies;
- Contribute to the monitoring of the progress of learners within the department;
- Contribute to the evaluation of systems within department to evaluate effective teaching and learning;
- Contribute to the strategic school's development plan through the development, implementation and review of the departmental SEF;
- Assuming responsibility for the discharge of the Head of Department's functions at any time when he/she is absent from school;

Teaching and Learning:

- Contribute to the design and development of a curriculum provision for learners within the department to reflect personalised learning, assessment for learning and skills development;
- Contribute to the curriculum development for the department;
- Support the development of learning to learn across the department;
- Contribute to the development and review systems in the department for recording individual progress leading to effective and appropriate intervention;
- Contribute to the analysis of learner performance data (including value-added) in the department, using this to inform target setting and departmental development planning;
- Contribute to the development of schemes of work;
- Actively promote the development of effective subject links within and across the departments.

Leading and Managing Staff:

- Contribute to the effective induction of new staff in line with school procedures;
- Contribute to the development of the subject team and individuals;
- Contribute to the performance management of members of the department as directed;
- Create a positive climate for learning with the highest expectations of behaviour.

Quality Assurance:

- Contribute to the evaluation of the quality of teaching and standards of achievement;
- Conduct effective performance management as directed;
- Contribute to the establishment of common standards of practice across the departmental team and the development of effective teaching and learning styles in the department;



- Contribute to the review the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria (inc. Ofsted).

Resource Management:

- Use financial and resource management innovatively and effectively.

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

KNOWLEDGE AND SKILLS

Deputy Heads of Department should demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation (inc. performance management and SEF);
- Principles and practices of effective teaching and learning;
- Principles and practices of monitoring, assessment and evaluation;
- Processes and systems for quality assurance;
- Principles and planning of effective leadership and management of change;
- Principles of curriculum planning;
- Principles of cross-curricular planning and delivery;
- Financial planning, resource planning and resource management;
- The application of ICT to learning, teaching and management;
- Health and safety issues as they relate to their particular department.

SAFEGUARDING

Desborough College is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Sustain professional development in agreement with line manager;
- Actively engage in the staff review and development process;
- The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.



ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

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

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 in consultation with you may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.