

The Ripley Academy

Job Description



Post Title: Deputy Head of Department - English

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department area, in accordance with the aims of the Academy and the curricular policies.
- To develop and enhance the teaching practice of others.
- To support the Department Head and to deputise when and where appropriate.
- To monitor and support the overall progress and development of students as a manager within the department area and as a Form Tutor.

Reporting to: Head of English

Responsible for: The provision of a full learning experience and support for students
Line Management of Teachers working in the department

Liaising with: Headteacher, Leadership Team, teachers and support staff, external agencies and parents

Working Time: Full time as specified within the STPCD

Salary/Grade: Classroom Teachers' Pay Scale and TLR 2b

Disclosure Level: Enhanced

TEACHING

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

OPERATIONAL/STRATEGIC PLANNING

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, and teaching strategies in the department.
- To support in the day-to-day management, control and operation of one department area.
- To analyse student data within the department area and assist in monitoring and tracking student progress.
- To assist in the implementation of Academy policies and procedures, for example Equal Opportunities, Health and Safety, COSHH 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 Academy.
- To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the Academy.

CURRICULUM PROVISION

- To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's strategic objectives.

CURRICULUM DEVELOPMENT

- To support curriculum development within the relevant department area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor actively 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

- To work with the Head of Department and Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue professional development as agreed with Head of Department and Headteacher.
- To engage actively in the performance management review process and act as reviewer for a group of staff within the designated department.

- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the Academy's ITT programme.

QUALITY ASSURANCE

- 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 and develop the effectiveness of teaching and learning styles within the department.
- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality assurance procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required within the relevant department area

MANAGEMENT INFORMATION

- To ensure the maintenance of accurate and up-to-date information concerning the relevant department area on the school 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 AND LIAISON

- To help ensure that all members of the department area are familiar with its aims and objectives.
- 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.
- To contribute to the planning and delivery of school liaison activities.
- To contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in the Academy, partner

schools and the wider community.

- To promote actively the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources
- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the Academy and the students.

PASTORAL SYSTEM

- To monitor and support the overall progress and development of students within the department area.
- To help 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 Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to Academy policy.
- To assist in the implementation of the Behaviour Management system in the department so that effective learning can take place.

ACADEMY ETHOS

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

The Academy 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed:..... (Teacher)

Date:.....

Signed:.....(Headteacher)

Date:.....