The school is looking to employ teachers who subscribe to the ethos of the school which can be summed up by the phrase ***‘a truly all round education’***. This means having equal regard for

* classroom practice, teaching and learning, progress and achievement
* extra-curricular opportunities to develop leadership, team building and a rounded person
* the moral dimension of education – politeness, integrity, care for others, values and beliefs

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Bishop’s Stortford High School will create opportunities for every student to develop their potential to the full, creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

To lead the department with vision promoting and developing its academic reputation and assume overall responsibility for the teaching, development and administration of the subject in the light of the Bishop’s Stortford High School’s School strategic plans.

Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with The Bishop’s Stortford High School policy.

**1) Strategic direction and development of the subject**

a. Contribute to whole school policy-making and strategic planning as required by the SLT Link.

b. Prepare, monitor and update annual subject improvement plans in consultation with colleagues.

c. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

**2) Leadership & management of others**

a. Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, establish positive relationships with pupils and staff and ensure that high performance standards are achieved and maintained.

b. Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.

c. Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.

d. Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.

e. Lead the department’s Subject Improvement Plan and Self Evaluation in line with the school vision and objectives as outlined in the School Development Plan.

**3) Teaching and learning**

a. Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.

b. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.

c. Ensure that schemes of work in the department are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.

d. Monitor students’ work and the classroom practice of those in the department to ensure high standards are maintained.

e. Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.

f. Ensure the department’s delivery and development of the curriculum is effective in meeting the needs of all the students up to and including Oxbridge entrance levels.

**4) Extra-curricular activities**

a. Actively promote subject interest outside the immediate physical and timetabled confines of the department.

b. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.

**5) Marketing and external links, including public occasions**

a. Actively promote the department within the school community to encourage students’ interest in the subject area.

b. Contribute to the positive promotion and marketing of the school in the local and wider community.

c. Lead the department’s contribution to marketing events and external links.

**6) Management of resources**

a. Monitor and control the department’s allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.

b. Use the accommodation to create a stimulating learning environment

c. Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.

d. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines

**7) Monitoring, evaluation & assessment**

a. Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.

b. Monitor the students’ progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

**8) Training & development of self and others**

a. As a lead professional set personal targets and take responsibility for own continuous professional development.

b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

**9) General requirements**

All school staff are expected to:

a. Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.

b. Contribute to the school’s programme of co-curricular activities.

c. Be an integral member of the pastoral system as a Form Tutor or related role.

d. Support and contribute to the school’s responsibility for safeguarding students.

e. Work within the school’s health and safety policy to ensure a safe working environment for staff, pupils and visitors

f. Work within the school’s policy to promote equality of opportunity for all students and staff, both current and prospective.

g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.

h. Engage actively in the appraisal (performance review) process.

i. Adhere to school policies

j. Undertake other reasonable duties related to the job purpose required from time to time.