

Head of Department: Job Description

All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning's policies and procedures. These standards set the expectations for good teaching practice alongside high standards of personal effectiveness. The Teacher Standards, along with this job description underpin the performance management of all teaching staff within the Academies.

Purpose:

- To lead and manage the department in accordance with the Academy Development Plan.
- Ensure the highest standards of learning, achievement and development for all students working within your subject area. This will be achieved through clear and effective leadership of subject staff.

Main Accountabilities:

To lead learning within the department through:

- providing a vision for learning within the department in line with that of the College;
- leading on curriculum design and sequencing
- ensuring high standards of teaching, addressing any issues where teaching falls below the required standards;
- ensuring high standards of learning, addressing any issues evident from data analysis, self-review, or OFSTED inspection where learning falls below the required standards. This includes out of hours learning (homework);
- ensuring that all courses have schemes of work that enable examination objectives and other whole school objectives to be met. Ensuring that those courses are appropriately resourced;
- ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels including those with Special Educational Needs and those who are identified as Gifted and Talented;
- supporting staff in dealing effectively with student behaviour in order to remove barriers to learning;
- ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard;
- ensuring value for money and the effective deployment of the department's annual budget.

To lead, train, support and manage department staff through:

- ensuring that all new staff receive a comprehensive induction;
- supporting the continuing professional development of department staff;
- keeping up-to-date with relevant issues;
- facilitating the sharing of good practice through meetings and INSET;
- annual Performance Management of colleagues under direct line management.

To lead the relevant department's review and improvement planning work by:

- analysing the examination results of students working within the subject and agreeing and implementing action points;
- contributing to the Academies annual self-review report (school SEF);
- observing an agreed number of lessons;
- ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences;
- preparing improvement plans for the department.

As a teacher of your subject and a tutor you are expected to meet the following standards for a ULT Leader and Manager:

1. Knowledge and Understanding	2. Teaching & Assessment
<ul style="list-style-type: none"> ▪ continually update their knowledge and understanding of educational best practice across a range of areas; ▪ contribute at a strategic level to whole school curriculum development; ▪ understand the organisational and financial rationale of policies and plans with the Academies; ▪ have a high awareness of behavioural strategies to be applied across the Academies; ▪ promote the use and development of technology in order to achieve efficient and effective ways of working to improve pupil learning and achievement. 	<ul style="list-style-type: none"> ▪ act as mentors to other staff encouraging a learning culture; ▪ effectively use lesson observation as a tool for enhancing the techniques of others in improving teaching and learning styles; ▪ evaluate their own and others' teaching constructively and use this to improve overall effectiveness; ▪ analyse and articulate the craft of teaching and associated professional expertise and use this as a base for coaching others.
3. Student Learning and Progress	4. Wider Professional Effectiveness
<ul style="list-style-type: none"> ▪ inspire and motivate pupils and staff to develop skills, talents and attributes; ▪ lead and manage the development of processes to ensure improvements in pupil learning are monitored; ▪ lead teams of other staff in the area of improved pupil learning and student achievement through the setting and monitoring of team goals. 	<ul style="list-style-type: none"> ▪ actively contribute to the creation of the school's ethos and culture; ▪ are seen as sources of expert advice both inside and outside the school and are recognised as leaders in their field; ▪ they raise the profile of the school in the community, are aware of and contribute positively to ULT's objectives.
5. Professional Characteristics	
<p>ULT leaders and managers have high level coaching skills, set challenging targets for colleagues and provide support for those to be achieved, creating an atmosphere of continuous professional development.</p> <p>They seek ways to develop and enhance their own leadership and management skills, taking ownership for their personal development.</p>	
<p>General Accountabilities:</p> <ul style="list-style-type: none"> • Be responsible for own safety and not endanger that of colleagues/visitors to the workplace • Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding • Ensure that output and quality of work is of a high standard and complies with current legislation/standards <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.</p> <p>This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.</p>	



Person Specification

Essential Criteria	Desirable Criteria	Evidence
<p>Qualifications: Qualified teacher status. Appropriate degree or equivalent qualification.</p>		
<p>Experience: Proven experience of successfully leading initiatives and improvements which had measurable impact on standards. Experience of driving forwards and achieving very high standards and challenging existing practices and levels of performance. Experience of establishing, reviewing and monitoring progress and achievement. Experience of monitoring and evaluation at whole school level. Experience of leading change processes at a pace. Experience of development planning at a strategic level. Experience of leading the development of learning and teaching. Experience of leading and managing teams to the achievement of common goals. Experience of managing a complex workload of competing demands.</p>		
<p>Skills and ability: Excellent classroom practitioner with a wide range of teaching skills. Ability to contribute to the development, communication and implementation of a shared vision and values within the Academies. Ability to actively contribute to the strategic development of the Academies. Ability to contribute to the development, embedding and management of policies within the Academies. Ability to identify and share strategies to promote progress for groups of students. Ability to inspire, support, challenge, motivate and empower others. Ability to use data to track progress across time and identify patterns/trends. Ability to plan for, lead and evaluate staff development. Ability to effectively establish, monitor and achieve challenging objectives. Ability to plan in the short, medium and long term.</p>		
<p>Behavioural qualities: Exceptional written and verbal communication skills with the ability to successfully engage with people at all levels. Ability and willingness to support and challenge colleagues on a personal and professional level. Ability to work successfully within a team and to engender a mutually supportive work environment. High level of initiative and self-motivation. Creativity with a desire to be innovative. High level of integrity and discretion.</p>		
<p>Commitment and other requirements: Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people.</p>		

