



## Head of Department: Job Description

**Reports to: Assistant Principal**

**TLR: 2B**

### Role Summary:

The Head of Department is responsible for providing vision and strategic leadership to ensure that there is effective development and delivery of subjects delivered within the faculty.

### Key Tasks and Activities:

#### Impact on education

- Identify appropriate student targets for achievement and relevant interventions with a specific focus on PP.
- Monitor student standards and achievement against FFT 5 targets
- Monitor planning, curriculum coverage and learning outcomes
- Lead evaluation strategies to contribute to overall school self-evaluation
- Plan and implement strategies for improvement in areas of identified need
- Ensure that relevant achievement targets are met

#### Leading and managing other staff members

- Maintain personal expertise and share this with others
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Lead professional development of subject staff through example and support, and coordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise from United Learning
- Plan and implement strategies to improve teaching in areas of identified need
- Induct, support and monitor new staff
- Act as a Performance Management team leader for identified teachers

#### Accountability for leading, managing and developing the direction of the Department

- Develop and implement policies and practices for the subject which reflect the school's commitment to high achievement, effective teaching and learning and embed the UL framework for teaching, learning and literacy
- Identify relevant school improvement issues
- Define and agree appropriate improvement targets
- Coordinate CPD needs and opportunities
- Monitor, modify and evaluate the Schemes of Work on a regular basis
- Monitor the performance of members of the department including planning, teaching and marking
- Monitor feedback and marking, with regular work scrutiny
- Analyse and interpret, relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods

- Establish, with the involvement of relevant staff, short, medium and long-term plans for the development and resourcing of the subject, which; contribute to whole-school aims, policies and practices
- Identify realistic and challenging targets for improvement in the subject
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement
- Attend meetings and training in addition to those required of all teachers as required by the TLR post
- Provide the senior leadership team with relevant subjects, curriculum area or student performance information.
- To act on advice and guidance from the UL Subject Advisors.

#### **Line Management responsibility for a significant number of people**

- Ensure that Performance Management arrangements are effectively discharged by other team leaders in the key stage or department
- Monitor and evaluate the contribution and impact of other staff to school improvement across key stages or departments
- Plan the deployment of staff expertise to achieve school improvement objectives
- Take initial responsibility for the pastoral care and welfare of a significant number of people

#### **General Accountabilities:**

- Be responsible for your own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of Coleridge Community College and United Learning 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.