



# Stretford High School

<b>Role title:</b>
Head of Department
<b>Role:</b>
<p>To assist the Governors and Headteacher in creating, establishing and delivering a vision for the school to ensure that every child succeeds. To work in collaboration with the senior leadership team in raising achievement, leading, developing and managing a high standard of provision for learners' needs, with a team of staff. To ensure that young people leave Stretford High School with the necessary skills and qualifications to be able to succeed.</p>
<b>Principal responsibilities:</b>
<p>The person appointed, in addition to carrying out key duties particularly assigned by the Head teacher, alongside core standards expected of a professional teacher with QTS, shall:</p> <ol style="list-style-type: none"> <li>1. Assist in the implementation of the aims and objectives of the school.</li> <li>2. Be as visible and accessible as possible throughout the school day to provide encouragement to staff and students. Support students' learning to drive an ongoing focus on the school's distinctive ethos.</li> <li>3. Collaborate with an Assistant Headteacher and the Deputy Head of Department/Department Progress Leads in ensuring quality first teaching and rigorous assessment takes place within the department.</li> <li>4. Work effectively with an Assistant Headteacher and the Deputy Head of Department/Department Progress Leads to implement the department priorities via high quality management and strategic planning to promote achievement.</li> <li>5. Model high quality teaching and learning, mentoring and where necessary coaching others, providing regular feedback for subject colleagues in a way which recognises outstanding practice and supports learners' progress as well as colleagues' progress against performance management objectives.</li> <li>6. Ensure the health and safety of colleagues and young people within the department.</li> </ol>

7. Carry out any other duties commensurate with the grading of the post as directed by the Headteacher.

### **Specific responsibilities:**

#### **Strategic Planning:**

Collaborate with an Assistant Headteacher and the Deputy Head of Department/Department Progress Leads in creating a department development plan across both key stages which contributes positively to the achievement of the overall school improvement plan.

#### **Curriculum Development:**

Collaborate with the Deputy Head of Department/Department Progress Leads in developing a relevant curriculum for learners and engage staff in its creation. Make sure schemes of work meet the needs of all learners and are appropriately challenging taking into account prior learning.

Develop links with local KS2 schools in order to avoid overlap/repetition of schemes of work taught at KS3/KS4 and consolidate knowledge and skills.

Ensure KS3 and KS4 curricula have embedded opportunities for career development.

Keep up to date with national developments within relevant subject areas.

Collaborate with the Deputy Head of Department/Department Progress Leads in delivering effective guidance for GCSE option choices as well as supporting the department's efforts on parents' evenings, open days and enrichment days.

#### **Staffing:**

Promote teamwork and mentor/coach staff to ensure effective working relationships and the promotion of colleagues' professional development.

Participate in the recruitment procedure for the school, to recruit/retain staff.

Ensure new staff are effectively inducted to the school via school procedures.

Complete performance management reviews throughout the course of the academic year.

Review teacher's professional development with an Assistant Headteacher to ensure staff development needs are identified and relevant training provided.

**Quality Assurance:**

Ensure all subject staff understand and are skilfully implementing the school's behaviour and inclusion policies.

Evaluate the standards of teaching and learning in line with the procedures in the school's self-evaluation policy including observations, learning walks, home learning reviews and book reviews and use the findings to take action to further improve the quality of teaching and learning.

Establish and implement clear policies and practice for assessing, recording, reporting and analysing student data in order to review progress, celebrate achievement and assist learners in setting targets for further improvement.

**Communication:**

Liaise with an Assistant Headteacher in creating a curriculum and staffing plan for the department.

Ensure that all learners' information is collated, provided and shared with department members, members of the senior leadership team, the Headteacher, parents and primary schools where applicable.

Ensure KS3 and KS4 data is collected, monitored and utilised to improve student outcomes. Data is analysed and presented to an Assistant Headteacher, senior leadership team, Governors and the Headteacher on a timely basis with actionable next steps.

Effectively communicate with all members of the department in order to nurture quality first teaching and learning via the development of rigorous, creative and challenging schemes for learning.

Ensure all classrooms and corridors promote learning, celebrate student work as well as being organised and tidy places of work especially during open evenings and other events.

**Resources:**

Oversee and evaluate the department budget for the financial year.

Manage resources such as department stationary, photocopying and online resources.

**Learner Development:**

Identify learners who are not meeting targets, including whole school at risk groups, implement whole school and department intervention strategies and monitor learners' progress.

Share good practice, innovation and enrichment via department meetings, Heads of Department meetings, whole school CPD and teacher think tanks.

Work closely with the Deputy Head of Department/Department Progress Leads in implementing the department's extracurricular provision.

Implement the school's behaviour for learning policy, support colleagues and the wider school, utilising the restorative practice approach to developing good working relationships between teachers and learners.

**Additional:**

Support the senior leadership team.

Contribute to a programme of engagement activities to promote learning in partnership schools and the wider community including educational excursions and whole school events.

Play a full part in the school community, to support its distinctive mission and ethos, encourage and ensure staff and learners follow this example.

Promote and celebrate the achievements of all learners within the department.

Lead the development of effective subject links with other schools and the community. Effectively promote the department at open days/evenings and other events.

Actively promote the development of effective subject links with external agencies.

**Indicative qualifications, knowledge, skills and experience:**

Key

E – Essential

D – Desirable

- Relevant degree/equivalent with PGCE and QTS or education degree/equivalent - E
- Middle/leadership qualification or experience – D
- Evidence of skills in engaging, motivating and inspiring young people and adults to learn - E
- Evidence of skills in learning, teaching, and assessment methods in line with those set out in core standards expected of a professional teacher - E
- Knowledge and experience of leading a subject/department for young people aged 11-16, preferably to GCSE level - D
- An outstanding track record in teaching recent grade good or better lessons, demonstrating significant learning impact - E
- Evidence of personal commitment to and impact of developing fellow professionals – E
- Excellent communication skills – in speech and in writing – E
- IT skills/Microsoft Office – recording information and interpretation of data - E