



HEAD OF DEPARTMENT JOB DESCRIPTION			
NAME		DEPT	
ACCOUNTABLE TO	SLT Link Manager		
JOB PURPOSE	<ul style="list-style-type: none"><li>• To effectively lead, manage and develop the department.</li><li>• To ensure the curriculum for the department is relevant, fit for purpose and has clear direction of travel from KS3 to KS5.</li><li>• To ensure the standards of teaching across the department is consistently good or better.</li><li>• To ensure students meet their progress and attainment targets.</li></ul>		
Key Area	Responsibility		
<b>Responsibilities</b> <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"><li>• Ensure the smooth running of the department</li><li>• Ensure the school's aims, objectives and vision are met, formulating a clear strategy for the continued development</li><li>• Promote collaboration and the sharing of good practice and across the wider curriculum.</li><li>• To hold and attend relevant meetings</li><li>• To manage and contribute to the consistent implementation of policies and procedures within the department and across the whole school.</li><li>• To effectively line manage and appraise staff as appropriate.</li><li>• To be responsible for the effective deployment, professional development, induction and well-being of all staff working within the department</li><li>• To quality assure progress and attainment in the department</li></ul>		
<b>Areas of Accountability</b>	<ul style="list-style-type: none"><li>• Through effective Teaching and Learning students achieve the best possible outcomes, ensuring their progress and attainment reaches or exceeds expected levels.</li><li>• To ensure budgets and resources are effectively managed.</li></ul>		
<b>Professional development</b>	<ul style="list-style-type: none"><li>• Periodically review the methods of teaching and learning, ensuring appropriate CPD is undertaken where necessary.</li><li>• Participate in arrangements for further training and professional development including those aimed at meeting the need identified in performance objectives or in performance statements</li></ul>		
<b>Discipline, health and safety</b>	<ul style="list-style-type: none"><li>• To work within school policies and procedures to maintain good behaviour and discipline amongst students, ensuring their health and safety both within the classroom, school premises and where they are engaged in authorised school activities elsewhere.</li><li>• To work in accordance with the guidelines set out in the school Health and safety policy.</li></ul>		
<b>Examinations</b>	<ul style="list-style-type: none"><li>• Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations.</li></ul>		
<b>General Responsibilities</b>	<ul style="list-style-type: none"><li>• Promote the school's values and ethos in accordance with the School's Professional Code.</li><li>• Work actively to develop professional expertise by participating in ongoing professional development.</li><li>• Contribute to the professional development of colleagues.</li></ul>		

<b>Review of the job description</b>	This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head Teacher		Date	