

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	HEAD OF DEPARTMENT
<b>JOB HOLDER:</b>	
<b>LOCATION:</b>	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
<b>LINE MANAGER:</b>	ASSISTANT HEADTEACHER
<b>JOB GRADE:</b>	TEACHERS PAY SPINE + TLR
<b>WORKING TIME:</b>	195 DAYS PER YEAR. FULL TIME.

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## **EXPECTATIONS**

All teachers at Chase Terrace Academy are expected to:

- Uphold the principles and vision of Chase Terrace Academy and 'The CTA Way'.
- Value and accept every student as an individual.
- Encourage and support every student to realise their personal potential through the active use of the Academy's rewards systems.
- Work collaboratively to support students and colleagues.
- Encourage our students to think and learn independently.
- Celebrate the achievements of all of our students.
- Provide a student-centred learning environment.
- Offer a wide range of experiences within a community context.
- Strive for academic excellence.
- Respect and value our partnership with parents and the community.
- Regularly assess, monitor, review and report upon student progress compared to targets.
- Aim to consistently improve as teachers and leaders through continuous professional development.
- Work with external agencies to enhance the provision for our students.
- To use technology to actively improve teaching and learning.
- Prepare students for their responsibilities as active citizens and lifelong learners.

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## **SIGNIFICANT KEY RESPONSIBILITIES**

- Effectively lead and direct department staff in the development and monitoring of quality first teaching in the department.
- Effectively lead and direct department staff in the raising of student aspiration and achievement.
- Be accountable to a nominated member of the Senior Leadership Team for leading the work of the department in meeting the stated aims of the strategic plan.
- Be accountable for the production of a departmental self-evaluation audit and a departmental action plan.
- Lead and support a team of teachers in a subject area.
- Lead, and be accountable for, the provision of an appropriately broad, balanced, relevant and progressive curriculum for all students studying in the curriculum area, including SEND and DA students, in accordance with the aims of the Academy and its curriculum policies.
- Raise standards of student attainment and achievement within the curriculum area and monitor and support student progress through a comprehensive intervention programme to ensure strong academic outcomes for all students.
- Be accountable for student progress and development within the subject area.
- Lead, identify and support the professional development of teachers in the department.
- Be accountable for leading, managing and developing the subject/curriculum area.
- Effectively manage and deploy teaching/support staff and resources within the department.

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- Plan and lead extra-curricular activities.

#### **RESPONSIBLE FOR**

- Leadership and management of a department / curriculum area.

#### **LIAISING WITH**

Senior Leadership Team, other Heads of Department, Heads of Year and relevant other staff with cross-Academy responsibilities; relevant non-teaching support staff; LA; staff; parents/carers.

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#### **OPERATIONAL / STRATEGIC PLANNING**

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Ensure that staff within the department use assessment for learning data to inform and improve learning and teaching.
- Actively and effectively monitor and follow up student progress.
- Implement Academy policies and procedures, as appropriate. E.g. Equal Opportunities, Health and Safety, etc.
- Work with colleagues to formulate aims, objectives and action plans for the department that have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- Work with the linked SLT member to contribute to the development of the strategic plan and the Academy evaluation form (SEF).
- Be accountable for liaising with the Academy's examinations officer concerning requirements for Academy and public examinations and be accountable for all examination entries for the subject.
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, liaising with the Academy's Health and Safety Manager.

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#### **CURRICULUM PROVISION**

- Liaise with the SLT Line Manager and Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy improvement plan/Academy self-evaluation.
- Be accountable for the provision of appropriate materials and resources for students within the subject area.

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#### **CURRICULUM DEVELOPMENT**

- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the SLT Line Manager to maintain accreditation with the relevant examination and validating bodies, and ensure exam entries are completed to deadlines.
- Be accountable for the development of ICT skills in the subject area.

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#### **PERSONNEL**

- Work with the Assistant Head (Teaching and Learning) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
  - As required, undertake appraisal review(s) for staff within the department.
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- Be responsible for the efficient and effective deployment of the department's technicians/support staff as appropriate.
  - Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with cover supervisor / relevant staff to secure appropriate cover within the department.
  - Participate in the interview process for teaching posts within the department when required and ensure effective induction of new staff in line with Academy procedures.
  - Promote teamwork and motivate staff to ensure effective working relations.
  - Participate, as required, in the Academy's initial teacher training programme.
  - Be accountable for the day-to-day management of staff within the department and act as a positive role model.
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#### **QUALITY ASSURANCE**

- Ensure the effective operation of the Academy's arrangements for monitoring learning and other quality control systems.
  - Be accountable for ensuring that teachers within the department understand how progress is measured and work towards outstanding progress and achievement for all students.
  - Establish common standards of practice within the department and develop the effectiveness of teaching and learning in all subject areas within the department.
  - Seek/implement modification and improvement where required.
  - Ensure that the department's quality procedures meet the requirements of self-evaluation and the strategic plan.
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#### **MANAGEMENT INFORMATION**

- Be accountable for the maintenance of accurate and up-to-date information concerning the department on the management information system.
  - Be accountable for the use of data to evaluate and improve performance.
  - Be accountable for identifying and taking appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
  - Produce reports on examination performance, including the use of value-added data.
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#### **COMMUNICATION**

- Ensure that all members of the department are familiar with its aims and objectives.
  - Be accountable for accurate, informative and well produced reports to parents from all members of the department.
  - Ensure effective communication/consultation as appropriate with the parents of students.
  - Liaise with partner Academy's, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
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#### **MARKETING AND LIAISON**

- Contribute to the Academy's liaison and marketing activities, e.g. the collection of material for press releases and celebration of achievement within the Academy.
  - Lead the development of effective subject links with partner Academies and the community and the effective promotion of the subject at Open Days/Evenings and other events.
  - Actively promote the development of effective subject links with external agencies where appropriate.
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#### **MANAGEMENT OF RESOURCES**

- Be accountable for the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, to include: deploying the department budget; acting as a cost centre holder; requisitioning, organising and maintaining equipment and stock; and keeping appropriate records.
  - Work with the SLT Line Manager in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.
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- Liaise with the Academy Business Manager to ensure that department resources are effectively monitored.
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#### **PASTORAL SUPPORT**

- Be accountable for monitoring and supporting the overall progress and development of students within the department.
  - Be accountable for the raising of student aspirations for achievement within the department.
  - Monitor student attendance, together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
  - Contribute to personal development and enterprise within the academy/subject, as appropriate.
  - Ensure that the Academy's behaviour policy is implemented and supported consistently in the department so that effective learning can take place.
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#### **TEACHING**

- Undertake an appropriate programme of teaching.
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#### **ADDITIONAL DUTIES**

- Play a full part in the life of the Academy community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
  - Support the Academy in meeting the aims and objects prioritised in the strategic plan.
  - Actively promote the policies of the Academy.
  - Undertake continuous professional development activities.
  - Actively engage in the Academy self-review process.
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#### **OTHER SPECIFIC DUTIES**

Undertake any other duty as specified by the Academy Teacher's Pay and Conditions Booklet, not mentioned in the above. Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified).

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **NOTES**

The content of this job description will be reviewed with the post holder on an annual basis, in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

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This Academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the Academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service. As part of our commitment to KCSIE 2022 we may also conduct an online search.

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Signature .....Date .....

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