**Job profile**

**Job Title: Head of Department**

**Job Grade: TLR 2b**

**The role:**

**To lead, co-ordinate and monitor a subject area/s across all areas of the Children’s Support Service and to work as part of the extended leadership team to drive the aims and ethos of the Service. To promote high quality teaching and learning, and deliver positive outcomes for all pupils.**

**Key Accountabilities**

* Reflect the aims and ethos of CSS
* Competently meet all teaching standards
* Develop an excellent department by building a competent and enthusiastic team
* Promote and implement the sharing of good practice
* Line manage key staff in the department and hold all staff to account
* Lead, develop and monitor the teaching and learning of each subject area within the department, including observations, work sampling, planning and discussions with students, across the Service
* Support Senior staff in managing a centre
* Ensure students are making progress and that teachers have high expectations
* Ensure students who are performing below national averages have special interventions in place to help them improve quickly and to “narrow the gap”, including students with special needs, on FSM or CiC.
* Plan and adapt teaching and assessment according to pupil need
* Collate and analyse data for the department, and ensure action plans are in place and successful, and positive educational and non-academic outcomes are achieved for all students
* Set an annual development plan and review, including training
* Review the Curriculum policy and Curriculum offer annually
* Liaise and collaborate with other Heads of Department and seek wider network collaborations
* Contribute to and ensure policies are followed
* Ensure that literacy, numeracy, SMSC and digital skills are taught across the curriculum
* Support behaviour for learning; model expected behaviours consistently, and be a good example of the highest standards of teaching and learning and professional conduct
* Ensure that appropriate accreditation is in place, and students have successful outcomes
* Hold productive Department meetings (including links across the Service) and ensure all staff in department meet deadlines
* Manage a budget and ensuring appropriate resources and equipment are in place
* Use the pupil premium grant appropriately to support vulnerable students, and measure their progress
* Forge links with other providers and agencies, including mainstream schools, post 16 providers and industry
* Continue to fulfil role of Personal tutor
* Contribute to whole Service training
* Complete and review all subject reports and other reports as requested

In order to monitor staff across both CSS centres, the duties of this post require the postholder to be mobile across the Service,

**Knowledge, Skills and Experience**

* DfE recognised teaching qualification
* Recent and relevant professional development
* Excellent knowledge of curriculum area
* Successful performance management reviews
* Recent and relevant teaching/management experience
* Proven behaviour management experience
* Leadership and management experience
* Experience of working with students with complex needs
* Competent in the use of ICT
* The role requires all candidates to speak fluent English

**Personal Qualities**

* Personal skills of kindness and compassion, resilience and tolerance
* Able to build positive connections and promote a sense of belonging; listen and respond appropriately
* Takes specific action to improve team or individual performance
* Agrees standards and intervenes promptly and constructively to tackle inappropriate behaviour or poor performance
* Is tenacious and focused on achieving results, overcoming obstacles
* Ensures team or colleagues understand what is expected of them to achieve positive outcomes
* Contributes above and beyond usual expectations
* Seeks out good practice and uses it to challenge and improve
* Communicates vision, direction and outcomes clearly, motivating others to achieve
* Shows belief and confidence in staff, delegating appropriately and encouraging staff
* Acknowledges and rewards good work, celebrating team and individual successes

**This job profile is neither exclusive nor exhaustive and the post holder may be required to carry out other duties as requested by the Senior Leadership team.**