

Head of Department – Job Description

Role: Head of Department

Department: Curriculum/Teaching & Learning

Responsible to: Lead HOD and Principal

Purpose of the Role
To support, hold accountable, develop and lead a team of teachers and support staff to ensure high standards of teaching and learning (including innovative practice) and the well-being of students and staff.
Personal Qualities
Committed and enthusiastic. Excellent health, attendance and time-keeping record. Loyalty and discretion. Confident, positive and flexible attitude. A 'can do' attitude.
Qualifications
Computer literacy in usual office applications. Good level 2 qualifications in English and maths.
Key Objectives
To agree and fully support the achievement of subject pupil progress targets to make a measurable contribution towards whole academy targets. To create, support and monitor the progress of subject development plans which contribute positively to the achievement of the academy plan. To provide regular feedback for subject colleagues in a way that recognises good practice and supports their progress against performance objectives resulting in a tangible impact on student learning across the whole subject area. To review and report regularly on the standards of leadership and teaching and learning and attainment across the subject area. To be consistent with the procedures in the academy's self-evaluation policy and performance management policy. To consult with all subject teachers and assist with the formulation, communication and monitoring of the academy improvement plan ensuring that concerns and ideas are considered and all staff understand they key academy targets and the part they play in achieving them. To oversee and evaluate the team's budget allocation to ensure the budget is spent in line with academy learning priorities and best value principles. To provide regular progress updates to the Senior Leadership Team so that it is aware of all successes, concerns and obstacles to progress.
Key Duties
Analytical thinking. Enduring resilience. Holding people to account Developing potential. Challenge and support. Drive for improvement.
Responsibilities to the Principal
To promote the aims, values and ethos of the academy and uphold academy rules. To read and adhere to the procedures set out in the Staff Handbook.

To carry out a share of supervisory duties in accordance with normal academy schedules.
To participate in the appropriate meetings with colleagues and parents.
To participate in performance management arrangements.
To carry out other duties as may be reasonably required by the Headteacher.
To support the ethos of the academy and enforce the academy's behavioural and uniform policies.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.