

JOB DESCRIPTOR

Job Title: Head of Department (Social Sciences) based at The Priory Ruskin Academy	TLR Responsibility: 2b
Responsible for: Teachers within the specified curriculum area	Responsible to: Headteacher
Role Summary: To lead and manage a specified area of the curriculum to ensure successful outcomes for the students.	

Main Duties

1. Support the ethos of the Academy. Help create and maintain positive links between the school, home and the local community.
2. Take an active and supportive part in the leadership and management of the Academy, helping to plan, formulate and deliver on academic and pastoral policy.
3. Develop and maintain a high profile around the Academy.
4. Lead curriculum development within the specified disciplines and deliver relevant schemes of work. These will be kept up to date; they will identify skills, concepts and content. There should be cross-reference to resource banks. They will define objectives, teaching methods and evaluation procedures and where appropriate will link with other departmental themes and projects.
5. Lead and manage the team and oversee the work of all relevant staff. Organise the teaching to ensure that there is efficient and effective teaching and efficient delivery of the curriculum, resulting in successful learning outcomes.
6. Manage meetings, ensuring that information is disseminated to and from these.
7. Ensure that staff absence procedures are followed and that suitable cover work is set, enabling the cover teacher to do his/her own work.
8. Manage resources, stock and area. Ensure that there is a high standard of resources available and that all assets are recorded. Ensure that there is a fair distribution of resources and manage displays.

9. Take responsibility for the designated teaching rooms and general areas. Ensure that there is no litter or graffiti in the area and ensure that any damaged or faulty equipment is repaired or removed. Use the Zone System to ensure that the area is maintained to a high standard.
10. Take responsibility for the appropriate element of the development plan and the associated budget, ensuring that it remains in credit. Document how money is spent and how 'best value' is achieved. Liaise with the line manager as necessary.
11. Assess pupil performance (attainment and progress). Ensure that appropriate action is taken to remedy pupil under-performance and communicate this through module intervention reports. Liaise with parents and Senior Staff when necessary.
12. Ensure that effective and stimulating teaching is available for all abilities and that interesting resource-led problem solving methods are used where appropriate to enable pupils of all abilities to achieve their own best performance. Oversee homework, ensuring that appropriate and relevant amounts are regularly set.
13. Manage the team's module grades, ensuring that they reflect pupils' ability.
14. Manage written reports, ensuring that they reflect pupils' ability accurately and that they are accurately written.
15. Take responsibility for all external examinations entries. Liaise with Examinations Officer as required.
16. To carry out such other duties which are within the scope of this post, as directed by the Headteacher or line manager.
17. This role will be subject to support and review via Performance Management and the Staff Development Programme. There is also the requirement to carry out the Performance Management of other teaching staff as required.

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....

Please sign and return one copy of the Job Description