



Quarrydale Academy

Job Description

1. Title of Post

Head of Department

2. Name of Employee

3. Salary

In accordance with School Teachers Pay and Conditions Document. TLR 2 range.

4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy Line Management Structure

5. Main Purpose of the Job

Responsible for:

- Leadership and Management of the Department
- Strategic development
- Quality Assurance
- Curriculum
- Teaching and learning
- Assessment

The role is to lead the Department, to ensure that excellent standards are maintained, that the department makes continuous improvement and pupil outcomes are positive against all performance indicators.

6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

Operational Planning / Strategic Development / Policies and Procedures

- To develop and review curriculum, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department.
- To provide an annual results analysis for the previous academic year and subsequent regular analysis of results which should inform the implementation of interventions to ensure pupil progress is positive for all teaching groups and staff
- To implement Academy Policies and Procedures.
- To lead on the production of the department's development plan and effectively communicate all aims, objectives and strategic plans. This will result in a coherent message across the department to meet the needs of all pupils in accordance with the whole Academy objectives.

- To manage the available resources of finance, rooms and equipment efficiently.
- To manage the department budget to provide best value resources in order to enable the departmental staff to fulfil their duties effectively and efficiently.

Curriculum

- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To ensure that curriculum delivery across the whole department is consistent and to a very high standard and implement bespoke teacher support when necessary.

Recruitment, Continuing Professional Development and Deployment of Staff

- To ensure that staff development needs are identified and that appropriate programmes are implemented to meet individual and collective needs.
- To be responsible for the efficient and effective deployment of any Departmental support staff.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of non-specialist staff within the department and act as a positive role model.

Quality Assurance:

- To lead on the implementation of effective and robust QA procedures across the department
- To implement support processes, where required, for staff who are not fulfilling the professional Teachers' Standards.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To carry out the Academy procedures for lesson observation.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Academy's Improvement Plan.
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.
- To produce an annual results analysis and support the department review as part of the Academy's self-evaluation cycle.

Communications:

- To ensure that all members teaching within the department are familiar with departmental aims and objectives within the framework of the Academy Improvement Plan.
- To attend ALT.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, examination boards and other relevant external bodies.
- To represent the department's views and interests.

Marketing and Liaison:

- To contribute to the Academies marketing activities, e.g. the Academy Website.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events.

Contribution to Academy Systems:

- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

- To monitor and support the overall progress and development of pupils within the department.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

All staff:

1. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
2. Contribute towards the priorities identified in Academy Improvement Plan.
3. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
4. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
5. Seek win-win solutions.
6. Be a positive voice for the Academy in the community.

Health and Safety:

7. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
8. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
9. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

Continuing Professional Learning:

10. Actively engage and seek opportunities to improve own professional learning.
11. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

7. Further Statement

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

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

This job description is effective from 4 September 2018. The contents have been agreed in consultation with the post-holder/s and the Academy.