St. Thomas a Becket Catholic Secondary School

*Part of the Bishop Konstant Catholic Academy Trust*

# **Job Description**

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| **Post title:** | Head of Department - DT |
| **Contract:** | Permanent |
| **Accountable to:** | Deputy/Assistant Headteacher linked to the subject. |
| **Responsible for:** | All staff within the department. (Named members of Staff for performance management) |

The job description should be read alongside the range of professional duties of teachers as stated in the latest Teachers’ Pay and Conditions document, under the National Conditions of Service for School teachers and the CES Contract of Employment. The post-holder will be expected to undertake duties in line with the professional standards for subject leaders.

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| **Job Title** | | | **Head of Department – DT** | | |
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| **Job Purpose:** | | | * To provide professional leadership and management to the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. * To provide subject leadership. * To provide guidance, support and quality assurance within the department. | | |
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| **Key Area:**  **Leadership** | | | * Identify priorities for improvement within the department and contribute to school self-evaluation and improvement planning. * Contribute to and respond to whole school developments. * Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school’s leadership. * Develop and implement policies and practices for the subject that reflects the school’s commitment to high achievement. * Analyse current performance of students in the subject throughout the department and devise strategies for improving standards further. * Establish, with the involvement of your team leader, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning student achievement. * Monitor the progress being made towards targets established in subject planning. * Evaluate the effects of the department’s work on standards of teaching and learning. | | |
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| **Key Area:**  **Teaching & Learning** | | | * Manage resources efficiently so that teaching and learning is effectively supported in the department. * Oversee planning/schemes of work in the department to ensure curriculum entitlement and progression is achieved for all pupils. * Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work. * Ensure appropriate courses, including vocational options, are available within the department. * Monitor implementation in the classroom through regular monitoring in line with Whole School Review programme. * Ensure teachers are clear about teaching objectives and provide guidance on methodology. * Ensure that students’ literacy and numeracy skills are sustained and developed through the subject(s). * Consider how the subject(s) can promote citizenship, enterprise, spiritual, cultural, mental and physical development and preparation for adult life. * Ensure a strong sense of common purpose and set high expectations for pupils and staff in the Department. | | |
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| **Key Area: Leading Assessment and Evaluation** | | | * Establish and implement clear practices for assessing recording and reporting on student achievement, in line with school policy. * Monitor pupil standards and achievement against annual targets and track progress in the Department. * Track student progress over time. |
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| **Key Area: Manage Own Performance and Development** | | * Keep abreast of new curriculum thinking, teaching methods and examination syllabuses. * Be aware of developments in further and higher education. * Know and understand the implications of the Code of Practice for SEN for teaching and learning in the subject. | | |
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| **Key Area: Managing and Developing Staff and Other Adults** | * Lead, manage and develop the Department curriculum team. * Role model exemplary classroom practice. * Monitor standards of teaching in the faculty, provide feedback and identify and meet the CPD needs of staff in the Department. * Lead in the development of effective teaching and learning styles in the department. * Help staff achieve constructive working relationships with students. * Support colleagues in their management of student behaviour by consistent application of school policy and procedures. * Develop responsibility and delegate tasks appropriately, recognising and utilising the strengths of others. * Sustain motivation, promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team. * Demonstrate a commitment to CPD and all school procedures in relation to pay progression of all colleagues in the department. * Provide full and regular feedback to team members, through department meetings, briefings and memos of matters discussed at meetings held for curriculum managers. Ensure the department is represented at these meetings. * Promote links and co-operation with other departments. Encourage department involvement in school-wide initiatives and in the development of whole school policy. * Ensure that senior colleagues and governors are well informed about department policies, plans, priorities, targets and professional development needs. * Assist in the selection of staff within the department area. * Be responsible for supporting training, monitoring NQTs and students placed within the department. | | | |
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| **Key Area: Managing Resources** | * Advise senior managers of staff and resource needs for the department. * Ensure the effective and efficient management and organisation of learning resources. * Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject. * Ensure that there is a safe working and learning environment in which risks are properly assessed. * In consultation with the team, formulate the department’s Strategic and Improvement Plans and implement the processes by which they will be monitored and evaluated * Ensure that the department improvement plan is reviewed regularly. | | | |
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| **Key Area:**  **Strengthening Community** | | | * Support the Headteacher in building a school culture based on Gospel values and which takes account of the richness and diversity of the school’s communities. * Contribute to policies and practice which promote equality of opportunity and tackle prejudice. * Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community. * Promote and model good relationships with parents which are based on partnerships to support and improve pupils’ achievement. * Support the development of relationships with local church and parish communities and with the family of Catholic schools. * Manage and prioritise workload in line with service requirements. * Share corporate responsibility for the implementation of school policies and practices. * Be a role model for students through personal presentation and professional conduct. * Contribute to the Catholic ethos of the school, in all areas of contact and responsibility, in relationships with staff and students. * To lead Collective Acts of Worship. * Establish effective working relationships with professional colleagues. * Attend and participate in regular meetings and in training and other activities as required. * Attend meetings with line managers as required. * Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate. * To act as a form tutor providing effective pastoral care and guidance for all pupils in your tutor group. * Ensure promotion and support of Equal Opportunities and Health and Safety. * Present a positive personal image, contributing to a welcoming school environment. * Maintain confidentiality inside and outside the school. * To use appropriate publicity channels within and beyond the school to celebrate and inform the work of the Department. * Adhere fully to all school policies and procedures. * Undertake any other reasonable duty as required by the Headteacher. | | |
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| **Safeguarding:** | | | * Contribute to the safeguarding and promotion of the welfare and personal care of children and young people regarding safeguarding procedures. * Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the Designated Safeguarding lead or a Deputy Designated Safeguarding Lead. |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | | | | |