**JOB DESCRIPTION**

**Job Title:            Head of Department**

**Grade/Scale:**       **Dependent on size of department**

**Main Purpose**

* To support and promote the ethos of our school through a shared commitment to our values: the pursuit of wisdom, humanity and justice for all.
* To design and review a broad and deep subject curriculum and ensure that this is enacted through constantly developing pedagogy and conducive classroom environments.
* To further develop the department in line with School Priorities.
* To lead the department, establishing a positive learning environment and effective, co-operative working relationships between staff, students and parents.
* To show passion and enthusiasm for the subject and promote a high quality learning experience in lessons, homework and extra-curricular activities which will help to raise achievement for all students.
* To safeguard and promote the welfare of every child in school.

**Accountable to:**  Leadership Line Manager

**Accountable for:**  All colleagues in the department team

**Main Duties**

Heads of Department will have a key role in ensuring that every child flourishes and that individual needs are met in their curriculum area. As the leading professional in the department, she/he supports, encourages and challenges departmental colleagues to offer the best possible learning opportunities to all students.

**Strategic leadership and development**

* Support the vision, ethos and policies of the school and promote high levels of achievement.
* Monitor, evaluate and review the performance of the department and support the development of good practice.
* Contribute to whole school strategic improvement planning and develop plans to tackle any area of underachievement.
* Lead and support staff in achieving school and departmental priorities and delegate responsibilities for appropriate aspects of the work.
* Ensure that parents are well-informed about the curriculum and skills for learning, as well as about students' individual progress and achievement.
* Ensure that the Head Teacher, governors and line managers are well-informed about policies, plans and priorities for the department, its success in meeting objectives and plans for future development.

**Teaching and Learning**

* Lead staff in the department in developing a stimulating and challenging learning environment in which students are safe, motivated and able to learn effectively.
* Lead staff in the department in developing teaching and learning to allow each student to fulfil their potential.
* Monitor, evaluate and review the quality of lessons, homework and related activities in the department and their impact on student progress and achievement, including the analysis of performance data.
* Ensure that the curriculum and classroom pedagogy within the department not only encourage lively andenthusiastic approaches to the subject but also promote key learning skills, justice for all and an opportunity for students to develop personally and come to understand the world around them.
* Lead assessment procedure and practices within the department which promote higher achievement and involve the students in their own learning.

**Leading and Managing staff**

* Maintain good order and harmonious working relationships between staff and students, promoting emotional intelligence and mutual respect and trust.
* Support the continual professional development of staff through out Triad programme.
* Lead training and development activities within the department and be aware of the latest trends and research in the subject area.

**Administration**

* Ensure that the department is well-organised and that day-to-day administration is effective and supportive of colleagues and students.
* Ensure that staff and student timetables, schemes of work, assessment, monitoring and all other administrative procedures contribute to effective learning.

**Whole school priorities**

Additionally the post-holder will be expected to contribute to whole school improvement priorities which currently include:

* Our Hive Switch ensures that all students develop as rounded individuals through a strong work ethic and excellent learning habits.
* Embedding the three ways of the Trivium (grammar, dialectic, rhetoric) into our curriculum ensures that we deliver a world class education for our students.
* Teachers as experts in their subjects ensuring a board and deep learning experience for students. This is supported by professional development and research through our Triad process.

**In addition to the above, to carry out any other reasonable and appropriate duties as designated by the Head Teacher.**

**Entitlement**

The Head Teacher and governing body are fully committed to ensuring the professional effectiveness of the teacher in this role through:

* the provision of leadership and management time
* the provision of professional development opportunities
* supportive and pro-active line management by the leadership team.

Job description prepared and agreed: January 2022