

## Job Description: Head of Department

**Reports to: Assistant Principal**

**Pay Scale: PT/EPT plus TLR**

**Working hours: 37.5 Hours Per Week**

### The Role:

The Head of Department is responsible for providing vision and strategic leadership to ensure that all areas are managed effectively to the highest educational standards at National, local and school levels.

### Principal Responsibilities:

- Identify appropriate student targets for achievement
- Monitor student standards and achievement against annual targets
- Monitor planning, curriculum coverage and learning outcomes
- Lead evaluation strategies to contribute to overall school self evaluation
- Plan and implement strategies for improvement in areas of identified need
- Ensure that relevant achievement targets are met
- Maintain personal expertise and share this with others
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement
- Plan and implement strategies to improve teaching in areas of identified need
- Induct, support and monitor new staff
- Act as a Performance Management team leader for identified teachers
- Identify relevant school improvement issues
- Define and agree appropriate improvement targets
- Co-ordinate CPD needs and opportunities
- Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Attend meetings and training in addition to those required of all teachers as required by the TLR post.
- Provide the senior leadership team with relevant subject, curriculum area or student performance information.
- To act on advice and guidance from the UL Subject Advisors.
- Ensure that Performance Management arrangements are effectively discharged by other team leaders in the key stage or department
- Monitor and evaluate the contribution and impact of other staff to school improvement across key stages or departments
- Plan the deployment of staff expertise to achieve school improvement objectives.
- Take initial responsibility for the pastoral care and welfare of a significant number of people.

### General Accountabilities:

- Be responsible for one's own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



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