

BRAMPTON MANOR ACADEMY

JOB DESCRIPTION

Job title:	Head of Department
Working hours:	Full time and in line with STPCD
Salary:	MPR/UPR + TLR
Accountable to:	Assistant Principal/Vice Principal

1. Employment Duties

- This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD) and within the range of duties set out in that document. All teachers within the school should carry out their roles and responsibilities in line with the 'Professional Standards for Teachers in England' document. Upper Pay Range (UPR) teachers should also meet the relevant UPR standards and responsibilities.

2. Main Responsibilities of the Role

Learning and Teaching

- To model the highest possible standards of teaching at all times.
- To understand the needs of all groups of learners in the department, being responsible for their progress and development.
- To ensure effective and personalised support for learning for all students in the department.
- To define and implement intervention or development strategies to ensure all students work consistently and effectively to their personal best.
- To help monitor, develop and enhance the teaching practice of others.
- To promote the aims, objectives, ethos and public image of the department, establishing the highest standards of attainment, attendance, behaviour and commitment for all students.

Curriculum

- To lead the development and implementation of an inspiring, well sequenced and ambitious modern curriculum at all Key Stages.
- To promote cross curricular themes within the curriculum, in line with school expectations and priorities.
- To keep up-to-date with developments in the subject, pedagogy and methodology.
- To create and source a variety of well selected, appropriate resources in order to facilitate effective learning and teaching.

- To ensure that assessment is robust and in line with school expectations, standardising assessed work across the department.
- To develop a shared understanding with parents and carers of the curriculum, approach to learning and the standards of work expected, establishing a partnership which involves them in their child's learning as well as providing information about attainment, progress and targets.

Other specific responsibilities

- To operate at all times within the school's Equal Opportunities framework
- To take responsibility for implementing the school's safeguarding and child protection policies and procedures, demonstrating a commitment to promoting and safeguarding the welfare of our students.
- To act in accordance with the school Health and Safety policy, taking responsibility for the department's teaching environments and adhering to/developing relevant risk assessments.
- To comply with the school's Data Protection policy.
- To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions.
- To undertake such other duties and responsibilities deemed reasonable, as may be determined by the Headteacher or nominated representative (in conjunction with the post holder).

This job description does not form part of the employee's terms and conditions of employment and it is not intended to have any contractual effect. This list of duties is not exhaustive and the Academy reserves the right to amend it at any time, in accordance with the evolving needs of the role.

PERSON SPECIFICATION

Job title: Head of Department
Working hours: Full time and in line with STPCD
Salary: MPR/UPR + TLR (Inner London)
Accountable to: SLT Line Manager

Skills and knowledge

Excellent subject knowledge and ability to teach at all key stages	Essential
Excellent communication skills	Essential
Excellent organisational skills/administrative skills	Essential
Working knowledge of common ICT applications, e.g. G Suite	Desirable

Qualifications/attainment

Good honours degree in the subject or a closely related field	Essential
Qualified Teacher Status	Essential
Recent evidence of relevant professional development/ training	Desirable

Experience

Sustained track record of examination success at GCSE and/or A level	Essential
Minimum of three years post qualification experience	Essential
Experience of using data to drive improvement	Desirable
Experience of raising attainment in the subject	Essential
Experience of teaching subject at A level	Essential

Attitude/approach

Able to form positive and effective working relationships with colleagues,	Essential
Reliable and good time-keeper	Essential
Discreet and able to deal with confidential information appropriately	Essential
Hard working. well-motivated and a positive outlook	Essential
Willing and able to work independently and as part of a team	Essential
Able to show initiative and problem-solve	Essential
Caring but firm approach and empathy towards young people	Essential
Enthusiastic and committed to the aims/objectives of the school	Essential
Active participation in wider school activities	Essential