**Job title: Head of Department**

**Responsible to: Governors, Principal**

This appointment is subject to the current conditions of employment contained in the School Teachers’ Pay and Conditions Document, other current educational and employment legislation and Teachers’ Standards.

**Job purpose:**

Under direction of the Principal, carry out professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document (STPCD) and school policies.

To have overall responsibility for the quality of teaching and learning in the department and for ensuring all students in the department are making good progress.

To promote the ethos of the school, Friendship and Knowledge, and engage with annual School Priorities

**Duties and Responsibilities:**

To be responsible for the planning and delivery of well-structured lessons in line with the school’s curriculum and teaching schedule, writing schemes of work, departmental development plans and policies

To engage all members of the department with the teaching schedule, ensuring that it is appropriately followed

To undertake work scrutiny, observations etc to ensure schemes of work and specifications are being taught effectively by all members of the department in line with school policies

To submit examination entries to the Examinations Officer and oversee the setting and marking of progress tests and mock exams

To manage the department budget in line with support from the CFO and Finance Department

To meet periodically with SLT to review departmental development plans and examinations results

To be responsible for the academic progress of students in the department by assessing, collating and recording students' achievements. To use assessments to support students to reflect on what they have achieved, address misunderstanding and inform future planning. To give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback

To oversee the calibre and consistency of report writing, assessments and grade predictions across the department

To set homework and other out of class activities to consolidate and extend the knowledge and understanding students have acquired, checking completion and providing feedback as required

To play a lead role in the induction and where necessary, the training of new members of staff in the department

To set work on-line or deliver on-line lessons as required within the framework of directed time and also within any school enforced closure period, giving feedback to students as requested

To manage behaviour effectively to ensure a good and safe learning environment, implementing school policy and supporting this through clear and fair rules and routines for behaviour in classrooms with an emphasis on rewards and praise alongside any necessary sanctions

To observe and implement current school policies and good practice, taking heed of guidance and requirements as laid down in your department as well as in the staff handbook. In particular, to be aware of the need to avoid unsanctioned social media interactions with students

To lead departmental meetings and attend other meetings/events as reasonably required, including Open Days/Evenings, Parents evenings etc

To act within the statutory frameworks which set out your professional duties and responsibilities.

To carry out such particular duties as the Principal may reasonably direct from time to time, in accordance with the current School Teachers' Pay and Conditions Document

**Continuing Professional Development:**

To conduct and contribute to the professional development reviews for members of the department completing all necessary electronic records

To participate in the school Performance Management scheme, actively seeking to support your own development by undertaking internal and external training to keep abreast of developments in national and school initiatives

**Form Tutor:**

To be a Form Tutor to an assigned group of students

To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life

To contribute to PSHE and citizenship and enterprise according to school policy

To contribute to the school's pastoral system (through the role of tutor and/or mentor) by promoting equal opportunities, British values and tolerance as part of your support for students’ well-being

**Other Professional Requirements:**

To have a working knowledge of Teachers’ professional duties and legal liabilities

To operate at all times within school policies and practices of the school

To liaise effectively with staff, parents, visitors and Governors

To play a full part in the life of the school community

**To undertake any other duty as specified by the STPCD not mentioned above. You will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.**

**This job description is not necessarily a comprehensive definition of the post. It is current at the date shown, but in conjunction with the post holder, may be changed by the Principal to reflect or anticipate changes in the role which are commensurate with the grade and job title. The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.**