

### Head of Department – Job Description

Salary and grade:	MPS / UPS plus TLR
Reports to:	The Headteacher, members of the senior leadership team (SLT), the Board of Trustees
Supervisory responsibility:	The post holder is responsible for the deployment and supervision of the work of subject teachers within their department, and they may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

#### Section 1 – General Leadership and Management Responsibilities

To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.

#### Leadership

- To inspire department members by personal example, professionalism, commitment and best endeavour
- To effectively lead and manage the team of teaching and support staff within the department
- To create a vision, sense of purpose and pride in the department
- To co-ordinate the production and maintenance of the Departmental Development Plan and to implement, monitor and evaluate all of its policies and documentation
- To be responsible for continuously improving the quality of teaching and learning in the department
- To be responsible for maintaining discipline in the department, including supporting staff during lessons when appropriate
- To play a major role as a middle manager in the development of all aspects of the school, including its policies and their implementation
- To develop and maintain effective methods of communication with the Headteacher, SLT, staff colleagues, students, parents, governors, external agencies and the wider community
- To identify and applaud areas of success for individual teachers and the department
- To help create an effective team by promoting collective approaches to problem-solving and departmental development, e.g. to consult when writing the Departmental Development Plan and to produce shared resources as a team
- To chair and produce the agenda for departmental meetings. To ensure minutes are taken and distributed accordingly
- To implement whole school assessment and target setting policies and to make effective use of data to monitor and evaluate the achievement and attainment of students in the subject
- To maintain a portfolio of exemplar work moderated against grade descriptors for the benefit of students and staff

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- To initiate and maintain the provision of extra-curricular activities within the department e.g. during lunch breaks, after school and during enrichment
- In coordination with the SENCo, to ensure the effective deployment of Teaching Assistants

### **Curricular and Departmental Development**

- To contribute towards continuity and progression within the school curriculum
- To oversee the Departmental Action Plan, its implementation and the part it plays in the development of the department as well as the whole school
- To develop comprehensive schemes of work which encourage and support a range of teaching and learning styles, providing a rich learning experience for the students
- To incorporate a variety of assessment methods at key points in the year to enable accurate judgements to be made on students' progress
- To develop departmental strategies for students' spiritual, moral, social and cultural development, including citizenship
- To monitor and evaluate the quality of teaching and learning in the department; to take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team
- To develop departmental strategies and procedures (using national and school guidelines) for the teaching and learning of students with SEND
- To work with the SENCo to ensure IEPs are used to set subject-specific targets and to match curricular materials and approaches to student needs

### **Stock, Resources and Budget**

- To manage the department stock, teaching resources and finances efficiently and to obtain best value for money
- To maintain an inventory of all stock items and to oversee an annual stock audit
- To carry out stock disposal in accordance with departmental and school policies
- To store resources in such a way as to enable quick and easy access by all staff (and students, where appropriate)

### **Liaison and Communication**

- To meet regularly and work with the department's SLT link for professional advice and support, and to develop effective departmental management
- To oversee and monitor the accuracy of exam entries and to work effectively with the Exams Officer
- To act as the initial person for others to contact regarding all issues relating to the department/subject
- To liaise with colleagues from other key stages and sectors in order to provide a smooth transition between schools and phases for all students
- To liaise with other curriculum coordinators in order to develop integrated schemes of work, e.g. in relation to literacy, SEND, ICT and SMSC
- To inform staff about new developments and ideas related to the department/subject

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- To cooperate with the Health and Safety management and inspection process
- To manage the provision of information to parent/carers and other staff about curricular choices and the choice of teaching groups for individual students and groups of students
- To provide helpful, accurate and timely responses to enquiries from parents and carers

### **Professional Development**

- To provide or organise in-service training for departmental staff (teaching and non-teaching) as appropriate
- To have day-to-day responsibility for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers (NQTs)
- To identify development opportunities for staff within the department and through external agencies or providers
- To delegate tasks such that it maximises the use of available talent, experience and enthusiasm within the team and provides development opportunities for all staff
- To use the Performance Management cycle to assist in enhancing the professional development and aspirations of colleagues
- To personally keep up to date with developments and new ideas related to the department/subject

### **Section 2 – Additional Duties**

- To consult, produce and regularly review the Departmental Handbook, which should state the agreed aspirations, practices and procedures of the department. The Handbook should be word processed, held in a ring binder file, be actively used by staff and include:
  - Aims and objectives of the department
  - Assessment, recording and reporting
  - Student inclusion (SEND, gifted and talented, EAL, gender etc)
  - Citizenship
  - The range of appropriate learning styles
  - The use of ICT
  - Health and Safety
- To meet regularly and work with other Heads of Department/Subject and Heads of Learning to ensure the effective use of intervention programmes and to maximise academic outcomes at GCSE, BTEC and A Level
- Attend and effectively contribute to Heads of Department/Subject meetings
- To manage the department's contribution to the School Prospectus and the Sixth Form Prospectus
- To manage the department's contribution to any school communications, including newsletters and articles for the school website and social media accounts

### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality
- Perform any other duties and carry out any other responsibilities as reasonably requested by the Headteacher

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

### **Pioneer Secondary Academy Safeguarding Statement**

Pioneer Secondary Academy is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.