

Bridgwater and Taunton College Trust

Head of Department.



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Grade: Qualified Teacher Pay Scale + TLR2B.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

The post is a key leadership role within the Academy staffing structure which drives curriculum change across Key Stages four and five. This post is responsible for securing the key strategic objectives of the Academy in terms of student outcomes and progression.

The post holder is required to:

- Support the Academy Leadership Team securing the agreed objectives for the department.
- Execute exemplary leadership and management skills at all times to establish a highly effective department.
- Contribute to the curriculum leadership of the Academy to ensure the Academy continually aspires to the highest standards.
- Motivate and work with others to promote a positive culture that promotes personal excellence, equality and high expectations of all members of the Academy.
- Provide a productive learning environment which is engaging and fulfilling for all the young people.
- Act at all times in accordance with the agreed Values and Ethos of the Academy.
- Engage critically and effectively in evaluating the work of the Department and forming strategic plans for further development.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the area.
- To lead the development of teaching ensuring that teaching is consistently 'Good' or better.
- To actively evaluate the teams' strengths and areas for development on an annual basis and devise an agreed action plan of development.
- To actively monitor each term student progress and deploy resources to intervene as appropriate. Providing Line Manager with summary overview report
- To ensure the agreed school policy for Assessment is fully adhered to and implemented.
- To ensure that all lessons within the area reflect the agreed Learning Framework.
- To actively implement and follow all school policies and procedures.
- To lead and manage the planning function of the department.
- To ensure that Health and Safety policies and practices including risk assessments, throughout the area are in line with national requirements and are up dated as necessary
- To keep up-to-date with national developments, teaching practice and methodology
- To be responsible for the efficient and effective deployment of the department's

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technicians/support staff.

- To undertake Appraisal and Capability Reviews.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department and liaising with relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To ensure that all students in the area have challenging targets and that they know what these are and how to achieve them.
- To contribute to the school procedures for lesson observation, snapshots, feedback, learning walks and staff development.
- To produce reports on examination performance for senior leaders and Trustees.
- To provide the Board of Trustees with relevant information relating to the areas performance and development.
- To promote the school effectively at key events such as Open Evening.
- To contribute to the process of ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the effective and efficient use of physical resources.
- To monitor the budget and ensure appropriate allocation of departmental capitation.
- To produce an annual budget plan at the start of each financial year.
- To take responsibility for the application of behaviour management systems within the area and to ensure that effective learning can take place as a result of good behaviour.
- To act as a form tutor as required.
- To ensure that the environment in the area is conducive to learning with relevant and engaging displays.
- To plan strategically for key areas of transition – year 6-7 and 11-12 specifically.
- To ensure that the needs of students with Additional Educational Needs are met through effective differentiation of teaching and curriculum as required.
- To lead team meetings and record outcomes.
- To be accountable for exam entries ensuring all students in the area are entered for appropriate and agreed qualifications.
- To engage pro-actively in the recruitment of staff for the area as required.

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

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Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>A degree in relevant subject.</p> <p>PGCE (or equivalent teaching qualification).</p> <p>Evidence of recent and relevant continuing professional development.</p> <p>Recent experience of Secondary school at senior/middle leadership level.</p> <p>Evidence of implementing and managing change at whole school or middle management level.</p> <p>Evidence of significantly improving results.</p> <p>Evidence of leading a significant change at senior/middle leadership level and securing improvement.</p> <p>Experience of leading on a curriculum development initiative.</p> <p>Experience of undertaking school self- evaluation processes.</p> <p>Evidence of identifying priorities and constructing an improvement plan.</p> <p>Experience of managing a school budget or cost centre.</p> <p>Successfully leading and managing a team</p>	<p>Further completed professional study.</p> <p>Experience of a successful OFSTED inspection.</p> <p>Experience of data management to demonstrate progress.</p> <p>Experience of delivering training and development programmes to staff.</p> <p>Evidence of leading significant aspects of whole school development and securing improvement.</p> <p>Experience of undertaking whole school self-evaluation processes.</p> <p>Working in partnership with other educational institutions or agencies.</p> <p>Experience of managing a school budget or cost centre.</p> <p>Evidence of highly successful experience teaching across the ability ranges</p>

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Knowledge/Skills	<p>Be fully committed to the vision of the Trust and promote its aims positively.</p> <p>To be fully committed to achieving the highest of standards and best practice across all aspects of the Academy.</p> <p>To be fully committed to change and able to adopt and promote a forward thinking and innovative approach to development.</p> <p>Evidence of leading on an initiative which has led to raising standards.</p> <p>Evidence of successful experience at middle leadership level.</p> <p>An excellent knowledge of up to date classroom pedagogy.</p> <p>An understanding of the collection and use of data to inform targets and priorities, leading to improved outcomes.</p> <p>High level ICT skills.</p> <p>High level of communication and interpersonal skills.</p> <p>Evidence of high level teaching skills</p> <p>Be a good role model to staff: Flexible, enthusiastic, reliable and committed.</p> <p>Able to prioritise and manage own time effectively.</p>	

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	<p>Adopts a collegiate and collaborative approach to leadership.</p> <p>Good emotional intelligence.</p> <p>A personal commitment to on-going professional development</p>	
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