

## THOMAS MILLS HIGH SCHOOL & SIXTH FORM

### JOB DESCRIPTION

TITLE:	Head of Department
DEPARTMENT:	English
SALARY:	TLR1B
RESPONSIBLE TO:	Assistant Headteacher (Curriculum)

#### DUTIES

The School Teachers' Pay and Conditions describes duties which may be required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that his or her professional duties are discharged effectively.

This job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder. It does not form part of the contract of employment.

#### TEACHING

The education and welfare of designated classes (and a tutor group when appropriate) in accordance with the requirements of the Conditions of Employment of School Teachers (Section 9 of the School Teachers' Pay and Conditions Document 1995 (HMSO)), having due regard to the requirements of the National Curriculum, the school's aims, charter of values, vision statement and the policies of the Governing Body. To share in the corporate responsibility for the well being of all pupils.

#### GENERAL

- To teach as directed by the Headteacher and to enable effective delivery of the curriculum identified through schemes of work and in line with the National Curriculum
- To promote attainment at the highest level of all pupils through effective teaching and learning
- To maintain accurate and appropriate records of pupils' learning and achievements in line with agreed policies
- To regularly set and mark classwork, homework and coursework in line with school policy
- To write regular reports for parents in line with school policy
- To provide subject information to parents and attend parents' meetings
- Attend Open and Information meetings as required by the Headteacher
- Attend appropriate meetings and in-service training
- To maintain in good order teaching room/area and resources for learning
- To promote and celebrate achievements by pupils
- To maintain effective discipline through implementation of the school's agreed procedures
- To take part in the school's performance management scheme
- To inform the appropriate person of any Health and Safety concerns
- To implement all agreed policies
- To attend departmental and other meetings as appropriate

## **TUTORIAL**

- To attend year team and other relevant meetings
- To act as form tutor, where required by following the agreed procedures
- To promote the attainment of pupils within the relevant tutor/year group
- To monitor the progress of pupils within the tutor / year group
- To maintain effective discipline

### **In addition :**

#### **You will be responsible for:**

- Raising standards of pupil attainment and achievement within the department
- Monitoring and supporting pupils' progress within the department
- Monitoring, developing and enhancing the teaching practice of others within the department
- Developing the schemes of work for the relevant department ensuring the needs of different ability groups are met
- Encouraging and supporting teaching and learning within the department
- Maintaining and monitoring appropriate records of pupils' learning and achievements
- Ensuring that pupils are fully prepared for any assessments/examinations
- Supporting the writing of reports and attendance at Open/Parents' evenings
- Contributing to the development plan where appropriate
- Maintaining and developing schemes of work within the framework of the national curriculum and the requirements of relevant examination boards
- Contributing to self evaluation within the department
- Overseeing the provision and maintenance of effective resources for learning
- The effective management and deployment of teaching and support staff, financial and physical resources within the department to support the designated curriculum needs
- The organisation and arrangement of classes in consultation with the Deputy Head (Curriculum)
- The support of members of the department in maintaining sound discipline
- The promotion of activities which will enable pupils to continue their learning and interests beyond the taught curriculum time
- Leading the improvement of literacy and communication across the school.
- Supporting and contributing to relevant cross curricular and whole school policies
- Promoting the development of effective subject links with external agencies
- Ensuring that teacher trainees and NQTs are fully integrated into the department
- Leading by example

#### **You will be accountable for:**

- Pupils' progress and development within the designated department
- Leading, managing and developing the department
- The quality of teaching and learning within the designated department
- Pupil outcomes within the designated department
- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils within the department
- The effective use of departmental resources

- Enabling the professional development of other staff within the department

**You will be **expected to:****

- Contribute to the collective ethos of the School by requiring high professional standards from colleagues and appropriate behaviour from students
- Contribute to the development of the School as a whole
- Carry out, following consultation, any other reasonable task determined by the Headteacher

N.B. Where Heads of Department are responsible for co-ordinating one or more Key Stages, the Key Stage Co-ordinator's job specification will also apply.

**SAFEGUARDING**

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

In addition to these specific responsibilities, the teacher appointed must expect to undertake any other activities considered necessary to fulfil the responsibilities of this post and such duties of a similar nature as may be reasonably directed by the Headteacher.

Please note the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

In any event the Headteacher reserves the right to review and amend the job description.

PRINT NAME:

SIGNATURE:

DATE OF ISSUE: