

Head of Department – Job Description – 2019+

Outline of Role:

To support, hold accountable, develop and lead the department, in order to ensure high standards of teaching and learning and the wellbeing of staff and students.

Salary

TLR C (currently £6,793 in 19-20 yr)

Line Managed by:

Member of Extended Senior Leadership Team

Key Leadership Outcomes:

Development of teaching and learning standards

- To promote the school's aim to develop students in line with the student vision through ensuring lessons and assessments (as appropriate) provide opportunity for development of these skills.

Staff development

- To deploy, manage and develop staff effectively, resulting in a tangible impact on student learning in the subject.
 - To secure high quality teaching and learning and work with all staff, particularly any whose teaching falls below the standard, to help secure improvement.
 - To appraise (either directly, or in conjunction with others, where staff hold other responsibilities) all staff within the department and ensure teachers within the department fulfil the Teachers' Standards.
 - To identify CPD needs within the department and support the development of your staff.

Departmental responsibility

- To provide professional leadership and management for a subject area in order to improve standards of learning and achievement for all pupils.
 - To maintain a Department Handbook, reviewed annually, to include procedures for monitoring and evaluating student progress, in accordance with the school's policies, together with the effective monitoring of staff performance.
 - To maintain up to date schemes of work that guide and support successful teaching and learning.
 - To make effective use of data, both internally generated and externally provided, to inform interventions and monitor their impact.
 - To manage effectively the Department's budget, and to ensure the efficient use of its resources.
 - To organise and/or deliver appropriate support to students applying to the next stage of their learning.
 - To maintain a positive learning environment in the department's classrooms and surrounding areas as appropriate.
 - To ensure the department follows school guidelines in assessing risk, with due regard to Health and Safety regulations.
- Academic Progress and Monitoring
 - To ensure the effective tracking of student progress, both learning characteristics (KS3) and academic achievement
 - Implement departmental interventions and monitor their effectiveness
 - To oversee the production of department reports, ensuring consistency with school policy
 - Support the Target Setting process for Y10s and Y11 review
 - Support underachieving students with appropriate interventions and monitoring, seeking support from SLT as appropriate
- To communicate regularly and report annually on the development and performance of the Department, in accordance with the procedures of the school self-evaluation policy.
 - To draw up, implement and monitor the progress of the Department Development Plan to ensure that it makes a significant contribution to the School Development Plan.
 - To provide regular progress updates on the Department to the SLT and Governing Body, when necessary, ensuring that its members are fully aware of all successes, issues and concerns.
 - To ensure that members of staff understand key school targets and the part they play in achieving them, working in accordance with school policies.
- Promote positive behaviour and support the improvement of those exhibiting poor behaviour
 - To work collaboratively with the Senior Leader – Behaviour
 - Ensure there are clear expectations of standards of behaviour in lessons within your subject
 - Follow school rewards and sanctions schemes including maintenance of Level 3 subject sanctions
 - Promote opportunities for involvement in academic enrichment within the subject

Future Challenges:

- To embed the changes in curriculum in KS4 and 5 and develop schemes of work in reflection on exam experience
- To support the development of monitoring and intervention with the removal of levels at KS3, building more robust development of Student Vision characteristics.
- To support the growing need for effective differentiation in class teaching

Key Leadership Competencies:

- **Strategic Leadership**
 - Self-awareness
 - Personal drive
 - Integrity
 - Resilience and emotional maturity
 - Conceptual thinking
 - Future focus
 - Impact and influence
- **Educational Excellence**
 - Delivering continuous improvement
 - Modelling excellence in leadership of teaching and learning
 - Learning focus
 - Serving others
 - Broad organisational understanding
 - Partnership working
 - Inspiring others
- **Operational Management**
 - Information seeking
 - Analytical thinking
 - Relating to others
 - Holding others to account
 - Developing others

Personal Attributes

- An inclusive approach to education in a selective system
- Optimism
- Humour
- Loyalty (in public)
- Challenge (in private)
- Strong organisational skills
- Ambition
- Self-control
- Initiative

Knowledge, Skills and Experience:

- Exemplary performance as a classroom practitioner with minimum 3 years' experience
- High level of subject expertise
- High-level skills in communication
- Model commitment to self-development
- Capacity for, or track record of, successful innovation

Notes

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.