



Head of Department

Job Description

- Responsible to- Head of Faculty/ Headteacher
- TLR – 2a

Responsible for:

- Teaching and Learning in the relevant subject area
- The achievement of students across all year groups
- Strategic planning and operational management of all aspects of a curriculum area

To meet all requirements as appropriate of the current Teachers' standards. To carry out the professional duties of a teacher as described in Part XII of the Teacher's Pay and conditions document, including those duties particularly assigned to the teacher by the headteacher.

Job Purpose:

- To fulfil the Professional Standards for Teachers in the context of being a subject teacher in the context of a Faculty team and as a Form Tutor as part of a year team
- To implement and deliver an appropriately broad, balanced, relevant and adapted curriculum to meet the needs of all students
- To monitor and support the overall progress and development of students as a teacher and Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student progress and attainment
- To support the school in providing opportunities for all students

PRINCIPAL RESPONSIBILITIES:

Curriculum Development

Within the overall aims, objectives and policies of the school:

- to ensure a rigorous curriculum is planned and developed
- to help to evaluate the effectiveness of the current curriculum and make appropriate changes
- to work with colleagues to keep up to date with changing curriculum demands and best practice
- to work with the Head of Faculty in the deployment of staff within the timetable
- to produce class lists for the subject area
- to develop appropriate resources to ensure the curriculum can be effectively delivered to all learners, including the effective provision of learning to identified SEND students
- to promote effective and improving teaching and learning in the department
- to promote the subject and its achievements to colleagues, students, parents and the wider community
- to work with outside agencies to enrich the curriculum

Staff Management:

- to work with the Head of Faculty to establish consistent standards of work, discipline and behaviour within the school's agreed policies
- to foster and maintain a positive ethos in the department, where staff feel valued
- to help staff access relevant subject specific training and development
- to ensure ITT and ECTS access their relevant training and receive support in their development
- to represent the department at relevant HODs meetings
- to meet regularly with their Head of Faculty/Senior Leader link to discuss priorities, monitoring and any support required

Assessment, Recording and Reporting:

- to ensure that regular assessment of students takes place in accordance with school and departmental policies and the requirements of the National Curriculum and examination boards
- to ensure that the whole school marking policy is understood within the subject area and that staff apply it consistently to ensure students receive feedback that helps them to improve
- to ensure that reports for parents are produced in line with school policy and in a timely manner

- to work with the Head of Faculty to analyse achievement and set targets for improvement
- to work with relevant staff in school to make sure that resources for internal and external examinations are prepared and in line with expectations from external examination boards

The Working Environment and Resource Management:

- to take responsibility for assigned teaching spaces, reporting any maintenance issues in a timely manner
- to ensure department spending is planned, monitored and is used according to agreed priorities

Health and Safety:

- to ensure they understand the risk assessments in place for their relevant area and to adhere to guidance in these risk assessments
- to follow the Health and Safety policy in school and to report any concerns pertinent to their area to the Health and Safety committee

General Duties:

- to carry out a share of supervisory duties in accordance with published schedules, including at least one lunch duty a week and any other reasonable duties at the request of the leadership team
- to participate in appropriate meetings with colleagues and parents relevant to their post
- to be Tutor of an assigned Tutor Group. To get to know each individual in the group, to monitor his/her attendance, punctuality, dress, behaviour, academic progress and homework; to report on these as required to the Head of Year and to parents. To deliver the PSHE/ Connect curriculum. To attend Assemblies with their group and to assist the SLT in carrying out its duties regarding collective worship as laid down in the Education Acts of 1986 and 1988

Whilst every effort is made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from their line manager or member of the school leadership team to undertake work at a similar level which is not specified in this job description.

Prepared by L Tibbs, Headteacher 2025