

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Academy in consultation with the post holder.

Post title	Head of Department
Department	
Salary:	MPS / UPS plus TLR allowance (Outer London)
Contract:	Permanent
Reporting to:	Senior Leadership Team, Governing Body
Responsible for:	Line management and performance management
Liaising with	Headteacher, SLT, Heads of Department, all relevant staff, with whole school responsibilities, non-teaching support staff, external agencies and parents

Role purpose:

- Secure high standards of student attainment and achievement in the subject /curriculum area.
- Secure high standards of Teaching and Learning across the department/curriculum area.
- Support, hold accountable, develop and lead staff in the department/curriculum area.

Role outline – main responsibilities / Accountability:

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Those duties laid out in the current Job specification for Teaching Staff.

To work with other relevant teachers and support staff to:

- Monitor and evaluate assessment data across the school/subject to identify trends in pupil performance and issues for development.
- Define intervention strategies to address issues for development that are identified.
- Evaluate and report on the effectiveness of intervention strategies used to address identified issues.
- Identify quantifiable and challenging pupil progress objectives with teachers within their performance management objectives.
- Support teachers in planning appropriate strategies to achieve pupil progress target levels and objectives.
- Ensure that agreed pupil progress target levels within the school/subject are usually achieved or exceeded.
- Encourage pupils' motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations.
- Monitor the objectives and targets for pupils with SEN, EAL or G+T needs and promote the importance of raising their achievement.

To lead, develop and enhance the professional practice of colleagues in the department by:

- Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis.
- Disseminate examples of effective planning practice within the school/subject.
- Ensure that teachers are aware of the needs of inclusion of all pupils and groups and make provision for this in their planning.
- Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning.
- Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the school/subject, and communicate this to pupils.

- Observe colleagues teaching according to school's policy (through performance management arrangements and /or subject monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
- Identify and promote effective teaching strategies in the school/subject to meet the needs of all pupils
- Liaising with SMT and CPD Co-ordinate/monitor the development of teachers, support staff and other adults to ensure their effective contribution to pupils' learning.

Be responsible /accountable for leading and managing the subject area/department by:

- Carry out annual review and evaluation process and produce an annual Department Improvement Plan
- Co-ordinate strategies to achieve relevant school improvement priorities that have been identified in the school development plan.
- Evaluate and report on the effectiveness of practice in the school/subject annually, suggesting areas and issues for further improvement as well as areas of strength.
- Lead professional development of staff and support and co-ordinate the provision of high-quality professional development for staff.
- Manage department financial and resource innovatively and effectively.

Where appropriate and relevant to post level, line managing other staff by:

- Ensure that performance management arrangements are effectively discharged by other team leaders in the key stage/department.
- Monitor the effectiveness and impact of performance management arrangements within a key stage/department (subject to the performance management policy).
- Provide quality assurance monitoring and intervention in line with school policy.
- Identify staff development needs and co-ordinate these with those responsible for CPD in the school.
- Plan the deployment of staff expertise to achieve school improvement objectives.
- Take initial responsibility for the pastoral care and welfare of staff in the department.

Other Specific duties:

- To promote actively the Academy's policies
- To continue personal, professional development
- To actively engage in the Academy's self-review and evaluation processes
- To actively engage in the Academy's Appraisal of Performance processes
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate
- To attend SLT line meetings
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed

General

All staff are expected to adhere to Christ's College Finchley policies and procedures.

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

This job description is current at the date shown but following consultation with the holder, may be changed to reflect or anticipate changes in job role commensurate with salary and job title.



Person Specification

Post title	Head of Department
<p>Experience</p> <ul style="list-style-type: none"> ▪ Qualified teacher Status ▪ Degree level qualification + secondary PGCE or QTS Qualification for the secondary phase ▪ Successful experience in middle leadership in the secondary sector ▪ High academic achievement <p>Specific skills and Knowledge</p> <ul style="list-style-type: none"> ▪ Experience of planning and teaching Secondary Curriculum ▪ Knowledge of recent initiatives and issues in education ▪ Experience of teaching to a high standard ▪ The ability to promote good progress and outcomes by pupils ▪ The ability to manage behaviours effectively to ensure a good and safe learning environment ▪ ICT Competent ▪ The ability to demonstrate good subject and curriculum knowledge <p>Personal attributes</p> <ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Ability to maintain strict confidentiality ▪ Efficient and meticulous in organisation ▪ Able to follow direction and work in a collaboration with the leadership team ▪ Able to work flexibly, adopt a hands on approach and respond to unplanned situations ▪ Commitment to the highest standards of child protection and safeguarding 	