



Head of Department / Director of Learning Job Description

Purpose of Job

The Head of Department is responsible for all aspects of the curriculum and its delivery within a designated subject area, ensuring that each pupil receives positive encouragement to develop her potential to the full according to the stated aims of the school.

Responsibilities

MAIN DUTIES

Operational/ Strategic Planning

1. To provide leadership and create enthusiasm for teaching among members of the department / faculty, to develop team work and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide the LT link with a copy of the notes of departmental meetings.
2. To define and develop departmental / faculty policy, priorities and schemes of work regularly and to monitor their implementation, setting targets to be approved by the LT link as necessary, working within the aims of the school and in line with educational developments nationally. To produce and revise the department / faculty Folder.
3. To keep abreast of examination specification, assessment and curriculum changes and to attend appropriate examination board and other courses and moderation meetings as necessary.
4. Carry out all duties within the safeguarding requirements of the school (as detailed in school policies) and DfE requirements in line with the training provided.

Leading and Managing Staff

5. To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new staff should be appropriately trained, monitored, supported and assessed. To be responsible for the day to day management of all members of the department.
6. To monitor and assess the work of the subject through the staff development and performance appraisal programme and through nationally recognised guidelines for inspection. To promote and monitor professional development within the department. To offer support and advice to members of the department / faculty and encourage their professional development.
7. To regularly monitor the work of department / faculty members, ensuring that they are following the correct syllabus, specifications and adhering to policies, including assessment and feedback, schemes of work and observing their teaching, providing advice and support as required to ensure teaching is at least good.
8. To encourage the sharing of good practice within the department / faculty and develop the effectiveness of teaching and learning.

Information and Data Management

9. To produce an annual department / faculty SEF.
10. To ensure structures are in place to encourage and facilitate that the members of the department / faculty fulfil the school's requirements for completing school assessment / data deadlines and reporting to parents, undertaking quality assurance work as necessary.
11. Use data effectively to identify students who are underachieving in the subject and create plans of action that are monitored, reviewed and adapted as necessary leading to increased rates of progress.

Teaching and Learning.

12. To ensure that the department / faculty is up to date with the implementation of school policies.
13. To ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant. Implement SMSC and CIAG across the department / faculty as determined by The Teacher Standards.
14. Ensure a high standard of teaching within the department / faculty, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum and lessons to meet the needs of all pupils.
15. To support all teachers within the department / faculty to meet the Teacher Standards.
16. To support appropriate arrangements for classes when staff are absent, ensuring appropriate cover work within the department / faculty.
17. To promote teaching and learning which stimulate pupil interest and involvement in learning.
18. To represent the department / faculty at meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through these and other means as appropriate. To disseminate relevant information to members of the department / faculty.
19. To encourage appropriate links across the curriculum, between departments / faculties and with other schools as appropriate, and to promote relevant activities outside school that support AHS current and future students. This will include developing aspects of cross-curricular themes such as citizenship and contributing to enrichment as appropriate within the department. It will also include liaison with the appropriate colleague in feeder Primary Schools with particular reference to transitional links between Key Stages Two and Three.
20. To organise and manage the department / faculty budget and resources to ensure the efficient and effective use of all resources. To maintain a stimulating environment within the department.
21. To contribute to the school Newsletter and website ensuring all information is up to date.
22. Manage departmental behaviour issues, supporting staff and children and liaise with parents as necessary.
23. Manage and communicate setting arrangements and exam entries, co-ordinating with exams officer and members of the LT as appropriate.

Health and Safety

24. To be familiar with the School's Health and Safety (inc Child Protection) policy and implement it as applicable within the department. To attend appropriate training and ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary,

Elements of the tasks detailed above can be delegated as appropriate within the department. Other tasks may be added to the above at the reasonable request of the Headteacher.

Person Specification

Key Areas of Role	Specification for this Job	Essential/ Desirable
Qualifications (Number, type and level of qualification. Equivalent experience, if appropriate)	<ul style="list-style-type: none"> • Graduate with Qualified Teacher Status • Recent relevant professional development • Higher Degree 	<p>E</p> <p>E</p> <p>D</p>
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Ability to think strategically and successfully implement agreed strategies • Ability to analyse and solve complex issues with an eye for detail • Ability to work effectively with staff, students, governors, parents and the community • Ability to liaise and work with middle managers to promote the education of all children • Ability to inspire and lead a class of students • Ability to use Added Value data to promote learning and to set targets appropriate to pupils' abilities and needs • Ability to liaise with outside agencies 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal qualities	<ul style="list-style-type: none"> • High levels of drive and energy • High levels of interpersonal skills • Commitment to comprehensive education and high student expectations • Ability to set and achieve realistic goals for students • Ability to support, motivate and inspire others • Sense of humour, good listener, positive outlook • Ability to impose calm • Ability to work as part of a team 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Professional knowledge and understanding	<ul style="list-style-type: none"> • Special educational needs, code of practice (revised) etc. • Child protection issues • Strategies for school improvement • Strategies for developing effective teaching/learning • Strategies for ensuring good behaviour • Data analysis and target setting • Work-related, vocational and new 14-19 curriculum 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>