

## Job Description

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**Job title:** Head of Department  
**Reports to:** Senior Leadership Team (SLT)  
**Location:** Strood Academy

### Job purpose

- The provision of a full learning experience and support for students

### General responsibilities

Leadership of the curriculum area to include:

- Appropriate courses
- Schemes of work
- Unit plans
- Lesson plans
- Collaborative planning
- Policies assessments
- Data analysis
- Teaching and learning strategies
- Maintain high-quality learning environment
- Day-to-day management, control and operation of course
- Provision and learning within the curriculum area, including effective deployment of staff and other resources
- Raising of student attainment and achievement in all key stages
- Contribute to and implement the development of academy-wide initiatives
- Lead lesson observations, work scrutiny and moderation
- To keep up-to-date with curriculum and pedagogical
- When required, to ensure effective induction of staff in line with academy procedures

### Other specific duties

- Lead on the development of MYP Unit plans/collaborative planning, implementation of marking and feedback policies, assessment and teaching and learning strategies in the curriculum area
- In conjunction with teachers and relevant support staff to monitor and follow up student progress
- To ensure that the aims and objectives of the curriculum area match the needs of students of all abilities and ages
- To ensure that innovative approaches to new technology are deployed within the curriculum area
- To keep up-to-date with curriculum and pedagogical development within the curriculum area and keep members of senior staff abreast of these as appropriate
- To maintain accreditation with the relevant examination and validating bodies
- To ensure that the Behaviour Management policy and procedures are implemented to create a productive and positive learning environment
- To implement Academy policies and procedures
- To ensure that staff development needs within the curriculum area are identified and that appropriate programmes are designed to meet such needs
- To make appropriate arrangements for classes when staff are absent
- To participate in the Academy ITT Programme.

- To promote effective teamwork and motivate staff to ensure effective relations
- To ensure the effective operation of quality assurance systems within the curriculum area
- To contribute towards the academy's procedures for lesson observation
- To seek/implement improvement where required
- To make effective use of analysis and evaluate performance data provided
- To identify and take action on issues arising from data, systems and reports: setting deadlines where necessary and reviewing progress on the actions taken
- To liaise with outside agencies when appropriate
- To liaise/collaborate with Trust colleagues as appropriate.

### **Pastoral system**

- To monitor and support the overall progress and development of students within the academy and the Learning Area
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To carry out the duties associated with that role as outlined in the generic job description.

### **Academy ethos**

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Promote the academy's corporate policies
- Comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.