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**Job Description- Head of Department**

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Job Purpose:**

**To secure the effective development and to raise attainment of students within your subject in line with the Trust’s vision and values and School/KMAT Development/Implementation Plan**

**Responsible to the Deputy Head.**

**Areas of Responsibility and Key Tasks**

In addition to the requirements of a Class Teacher:

**Strategic Leadership:**

* Have secure knowledge and understanding of whole school/Trust aims, priorities and targets and the contribution that the Department must make to raise attainment, improve behaviour management and discipline and preventing bullying and racial harassment.
* Make an active contribution to the policies and practices of the school/Trust and develop Department policies and practices to support them.
* Lead all members of the Department in its understanding and implementation of statutory and whole school/Trust curriculum requirements and the requirements for assessment, recording and reporting of students’ attainment and progress.
* Work with teachers in the Department to produce short, medium and long term plans for the development and resourcing of the Department that reflect whole school/Trust development aims and attainment targets.

**Leading and managing teaching and learning:**

* Lead the Department in its understanding of the characteristics of high quality teaching, develop strategies for improving and sustaining high standards of teaching and learning and achievements for all students.
* Ensure curriculum coverage, continuity and progression in the subject for all students including those of high ability and those with special educational needs.
* Lead and manage the development of schemes of work that will ensure suitable curriculum coverage and the development of subject related skills and knowledge.
* Provide guidance for colleagues on the choice of appropriate teaching and learning methods to meet the needs of the subject and the learning needs of all students.
* Ensure that the subject contributes to the development of students’ literacy, numeracy and ICT skills and their understanding of their role as responsible and caring citizens.
* Ensure that teaching strategies used in the Department support students to develop as independent learners.
* Lead the Department in analysing and interpreting relevant national local and school/Trust data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
* Establish Department assessment policy and practice for Social Science in line with whole school/Trust policies for assessment, recording and reporting.
* Make effective use of all assessment information to recognise and celebrate achievement and set challenging targets for future learning and attainment.
* Ensure that information about students’ prior attainment including KS2 data is used effectively to monitor and evaluate progress.
* Use a range of strategies including work scrutiny and lesson observation to monitor and evaluate the quality of teaching and learning in the Department and identify areas of good practice and areas for improvement. Identify and implement action needed to secure improvement.
* Ensure that there is effective transition from KS4 to KS and that provision for 14-19 meets the needs of all students.
* Oversee SMSC within the subject area.
* Oversee careers development and Gatsby benchmarks within the subject area with support from other professionals.
* Ensure that the curriculum, policy and practice within the Department supports the school/Trust’s commitment to inclusion and that the possible impact on learning of gender, social and economic circumstances, ethnicity, disability and late entry to the school/Trust is monitored and suitable action taken to promote opportunity for all.

**Management and working with staff and other adults:**

* Develop effective working relationships with all colleagues, including technicians, teaching assistants and associate staff.
* Ensure that the Department is managed in such a way as to support colleagues to plan their workload effectively and that they have the support and resources to achieve their objectives.
* Work closely with colleagues who have responsibility for supporting the attainment of students including the SENCO, other Heads of Department, form tutors and Year Heads.
* Support teachers to develop constructive relationships with students.
* Appraise staff as required by the school/Trust policy on Performance Management and use the process to develop the professional effectiveness of the teacher and make recommendations about pay progression where appropriate.
* Ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to trainees and ECT induction standards, career entry profiles and professional standards.
* Lead professional development through example and support.
* All staff should adhere to reasonable management instruction.

**Managing Resources:**

* Organise and co-ordinate the development of teaching resources within the Department including textbooks and ICT and monitor effectiveness.
* Work with the Headteacher/Deputy Headteacher or CEO to establish staffing needs and priorities and staff deployment to achieve the objectives of the Trust and achieve value for money.
* Advise the Headteacher and senior managers about technical support needs for the Department and deploy staffing to ensure that they support the effective teaching of the subject.
* Work with the identified person with responsibility for health and safety to ensure that all requirements are met within the Department to ensure the safety of teachers and students.

**Developing relationships with parents, the wider community including business and industry:**

* Lead the Department in developing relationships with parents to involve them in their child’s learning and provide information about the curriculum, attainment and progress towards targets.
* Develop effective links with the local community including business and industry in order to extend the subject, develop wider understanding and support the school/Trust’s commitment to citizenship and work related learning.
* Ensure that the Department develops strong links with similar departments within the Trust, the Local Education Authority and other relevant organisations to explore, develop and share best practice and keep abreast of current developments in subject related curriculum strategies.

**Key Competencies**

* Lead professional, excellent teacher secure in his or her own practice.
* Able to use data effectively to evaluate performance, set targets and raise standards.
* Excellent written and verbal communication skills with a wide range of people and in differing circumstances.
* Energetic, enthusiastic and inspirational
* Competent and regular user of ICT, both to enhance teaching and learning and to improve personal organisation and management.
* Able to deal effectively and appropriately to issues.
* Can use a range of leadership styles to effect change.
* Delegates effectively to colleagues and manages their own time effectively. Understands the importance of a healthy work/life balance.
* Can relate to and enjoys working with children.
* Sound organisational skills and able to work to deadlines.
* Thorough understanding of curricular issues relating to subject portfolio and up to date with educational developments generally.

**Child Protection and Safeguarding**

Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.

* As a Head of Department, you have a professional duty to operate within this policy and practice to adhere to the school’s and Trust’s safeguarding arrangements.