

## ***JOB DESCRIPTION***

**TITLE OF POST:** Head of Law

**SCALE:** ULT Pay Scale plus TLR

**ACCOUNTABLE TO:** Assistant Principal – Head of Sixth Form

### **JOB PURPOSE:**

- To assist with faculty intervention strategies and monitoring
- To line manage staff within the faculty
- Professional duties which are common to all classroom teachers plus assisting in the teaching and learning within the department to ensure that it is of high quality and in accordance with the academy's vision and policies

### **Professional Responsibilities**

Within the academy's overall aims and policies, the Head of Law will have the following specific responsibilities:

- Setting aims and objectives for Law, in consultation with the Head of Sixth Form
- Ensuring student outcomes for Law
- Ensuring and facilitating good co-ordination and co-operation across the department
- Developing and promoting Kettering Buccleuch Academy as a learning community

### **Teaching & Learning**

- Ensuring that appropriate schemes of learning are drawn up and implemented by members of the department
- Co-ordinating the assessment of student progress, including National Curriculum Assessment (NCA) and recording
- Co-ordinating work, where necessary and appropriate, with other areas, such as Inclusion and ICT
- Providing support to staff in order to promote effective teaching and learning, classroom management and professional development
- Assisting in the arrangement of teaching groups within the department and allocating teachers to them
- Model good practice
- Monitor and evaluate teaching and learning, highlighting strengths and addressing areas of weakness. This will include lesson observation, participating in academy review and external monitoring
- Create a positive climate for learning
- Ensure needs of all students are met
- Maximise opportunities for educational enhancement

### **Performance Management**

- Performance management review, including the monitoring of teaching and learning within the department
- Foster a positive team spirit.
- Support areas of weakness in line with academy policy
- Celebrate strengths
- Set challenging but realistic objectives
- Ensure needs of academy are reflected in any action planning and development

### Knowledge, Skills & Experience

- Keep up to date with developments relating to the Curriculum Area and Key Stage
- Develop and maximise use of ICT
- Show a commitment to your own professional development
- Ensure statutory requirements are met

### Academy Policy

- Contribute to development of, and adherence to, academy policy
- Represent the department at internal and external networking meetings
- Support the academy vision and ethos
- Assist in the leading of strategic developments within the department including contributing to the Subject Improvement plan which contributes to the Academy Improvement Plan

### Personnel

- Identify and support Continuing Professional Development (CPD) needs of others
- Participate in the selection of new staff
- Delegate responsibilities as appropriate
- Communicate effectively to all members of the team
- Support, guide and motivate staff
- Meet in accordance with calendared meetings and with line managers
- Support in the guidance, coaching and mentoring of staff

### Student Outcomes

- Appraising the Head of Science and senior leaders of developments within the curriculum area
- Set targets for attainment at based on data
- Monitor progress against these targets using interim data
- Report to the Head of Science on student progress

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

April 2021

Signed: \_\_\_\_\_  
(Post holder)

Date: \_\_\_\_\_