

**Grace Academy Darlaston
Head of Department
Job Description**

<p>Job Purpose</p> <p><input type="checkbox"/> To ensure that the learning of students in the Department is maximised for all</p>
<p>Main Responsibilities/Accountabilities</p> <ul style="list-style-type: none"> ● To ensure that student attainment and progress within the Department are maximised. ● To monitor and support student attainment and progress. ● To be accountable for student attainment and progress and development within the Department. ● To monitor, develop and enhance the teaching practice of others. ● To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal/Associate Principal of the Academy. ● To be accountable for leading, managing and developing the Department. ● To effectively manage and deploy teaching and support staff, financial and physical resources within the Department to support the designated curriculum portfolio.
<p>Leadership of Personnel</p> <p>Team of Department staff – teachers and support staff (where appropriate)</p>
<p>Line Manager</p> <p>Member of the ALT</p>
<p>Membership of Teams</p> <p>Whole Staff Academic Board</p>

<p>Key Tasks/Responsibilities</p> <p>1) Strategic & Operational</p> <ul style="list-style-type: none"> ● To lead the development of appropriate syllabuses, resources, curriculum, assessment and teaching and learning strategies in the Department. ● The day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources. ● To actively monitor and follow up student progress. ● To monitor all aspects of the Department and to intervene where appropriate. ● To ensure rigorous analysis of student progress exists and intervention is in place to ensure that all students make the best progress possible. ● To implement Academy policies and procedures, e.g. equal opportunities, health and safety, etc. ● To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy. ● To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the Department, AIP and the aims and objectives of the Academy. ● To ensure that the work in the Department fully reflects the Academy's distinctive ethos and mission.
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- To foster and oversee the application of ICT in the Department, including the development of learning materials.
 - To 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.
- 2) Curriculum**
- To liaise with the ALT line manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which reflects Academy priorities.
 - To lead curriculum development for the whole Department.
 - To be accountable for the implementation and outcomes of the curriculum within the Department.
 - To keep up to date with national developments in the subject area and teaching practice and methodology.
 - To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
 - To liaise with the ALT line manager to maintain accreditation with the relevant examination and validating bodies.
- 3) Staffing**
- To work with the relevant ALT member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
 - To be responsible for the efficient and effective deployment of the Department staff.
 - To undertake Performance Management (Appraisal) Review(s) and to act as Appraiser for a group of staff within the designated Department.
 - To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with relevant staff to secure appropriate cover within the Department.
 - To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
 - To promote teamwork and to motivate staff to ensure effective working relations.
 - To participate in the Academy's teacher training programme.
 - To be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.
- 4) Quality Assurance**
- To ensure the effective operation of quality control systems.
 - To establish the process of the setting of targets within the Department and to work towards their achievement.
 - To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
 - To contribute to the Academy procedures for lesson visits and subject reviews.
 - To implement Academy quality procedures and to ensure adherence to those within the Department.
 - To monitor and evaluate the Department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
 - To seek and implement modification and improvement where required.
 - To ensure that the Department's quality assurance procedures meet the requirements of self-evaluation.
- 5) Management Information**
- To ensure the maintenance of accurate and up-to-date information concerning the Department on the Portal and web site.
 - To make use of analysis and evaluate performance data provided to ensure student standards and progress are maximised.
 - To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
 - To produce reports within the quality assurance cycle for the Department.
 - To produce reports on examination performance, including the use of value-added data.
 - In conjunction with the relevant member of the ALT, to manage the Department's collection of data.

- To provide the Governing Body with relevant information relating to the Department performance and development.
- 6) Communications**
- To ensure that all members of the Department are familiar with its aims and objectives.
 - To ensure effective communication/consultation as appropriate with the parents of students.
 - To liaise with partner Academies, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
 - To represent the Department's views and interests.
- 7) Marketing and Liaison**
- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
 - To lead the development of effective subject links with partner Academies and the community, attendance where necessary at liaison events in partner Academies and the effective promotion of subjects at open days/evenings and other events.
 - To actively promote the development of effective subject links with external agencies.
- 8) Management of Resources**
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
 - To work with appropriate staff in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
- 9) Pastoral System**
- To monitor and support the overall progress and development of students within the Department.
 - 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 act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
 - To contribute to PSHE, citizenship and enterprise according to Academy policy.
 - To ensure the sanctions and rewards system is implemented in the Department so that effective learning can take place.
 - To take responsibility for promoting and safeguarding the welfare of the students within the Academy as a whole.
- 10) Teaching**
- To undertake an appropriate programme of teaching in accordance with the duties of a teacher.
- 11) Other Duties**
- 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.
 - To continue personal development as agreed.
 - To engage actively in the performance review process.
 - To undertake any other duty as specified by Grace Academy Darlaston.
 - Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 - Employees will be expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description
 - Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
 - The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.