

Job Description

Job Title: Head of Department / Curriculum Leader	Pay Scale: MPS / UPS + TLR 1B
Normal Place of Work: The Priory Witham Academy	Line Manager: Head of Academy via SLT Mentor
Role Summary: <ul style="list-style-type: none"> • To lead and manage a specified area of the curriculum. • To raise achievement to ensure successful outcomes for the students. • To support the leadership and management of the Academy. 	

Introduction

Teachers make the progress of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

Duties and Responsibilities

General:

- Support the ethos of the Federation.
- Help create and maintain positive links between the Academy, home and local community.
- Take an active and supportive part in the leadership and management of the Academy, helping to plan, formulate and deliver academic and pastoral policy.
- Develop and maintain a high profile around the Academy.

Within the Specified Curriculum Area:

- Lead and manage the team and oversee the work of all relevant staff:
- Organise the teaching to ensure that there is efficient and effective teaching and efficient delivery of the curriculum, resulting in successful learning outcomes.

Lead curriculum development and deliver relevant schemes of work, which should:

- Be kept up to date, identify skills, concepts and content;
- Define objectives, teaching methods and evaluation procedures;
- Link with other departmental themes and projects, where appropriate;
- Have cross-reference to resource banks.

Ensure that effective and stimulating teaching is available:

- Interesting resource-led problem-solving methods to be used where appropriate, to enable pupils of all abilities to achieve their own best performance;
- Oversee homework, ensuring that appropriate and relevant amounts are regularly set.

Assess pupil performance (attainment and progress):

- Ensure that appropriate action is taken to remedy pupil under-performance;
- Communicate through progress check intervention reports;

- Liaise with parents and senior staff, when necessary.

Manage progress check/module grades and written reports:

- Ensure that they reflect pupils' ability accurately;
- Ensure that reports are accurately written.

Take responsibility for the department development plan and associated budget:

- Ensure the budget remains in credit;
- Document how money is spent and how 'best value' is achieved;
- Liaise with the Headteacher/line manager as necessary.

Manage meetings:

- Ensure that information is disseminated to and from these.

Ensure that staff absence procedures are followed:

- Ensure that suitable cover work is set, enabling the cover teacher to do his/her own work.

Have involvement in staff Performance Management:

- Carry out Performance Management for other teaching staff, as required;
- Carry out appraisal of support staff with the department;
- This role is subject to support and review through Performance Management and the Staff Development Programme.

Manage resources, stock and area:

- Ensure that there is a high standard of resources available and that all assets are recorded;
- Ensure that there is a fair distribution of resources;
- Manage displays within the department area.

Take responsibility for the designated teaching rooms and general areas:

- Ensure that there is no litter or graffiti in the area;
- Ensure that any damaged or faulty equipment is repaired or removed, using appropriate Academy systems.

Take responsibility for all external examination entries:

- Liaise with the Examinations Officer, as required.

Carry out such other duties which are within the scope of the post, as directed by the Headteacher or line manager.

This list is not exhaustive and there may be a requirement to undertake additional duties with the general scope of the role, as determined by the line manager.

KEY RELATIONSHIPS

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Head Teacher, SLT and all Academy staff 	To develop team working
<ul style="list-style-type: none"> • Internal and external customers • Outside agencies e.g. Universities, examination boards 	To continuously promote the Academy values

Generic Responsibilities

- represent and promote the Trust values internally and externally;
- ensure that the Trust's pupils receive an excellent experience in all dealings with the organisation;
- deliver day-to-day duties consistently;
- contribute to the annual reviews of the Curriculum Area and Academy Development Plan;
- actively promote and act, at all times, in accordance with Trust policies, e.g., Health and Safety, Equal Opportunities and Safeguarding;
- commit and contribute to improving standards for pupils;
- contribute to the maintenance of a caring and stimulating environment for pupils;
- undertake other duties deemed reasonable by the Headteacher and commensurate with the job level;
- It is expected that teaching staff will wear formal academic dress, for example, gowns which are provided by the Trust, at some occasions such as prize-giving events.; and
- be available for residential duties of up to 4 nights in an academic year; this may include residential trips abroad.

Normal working hours are specified in your contract of employment.

Elements of this job description may be changed following consultation with the Headteacher.

As all employees are employees of the Trust, there may be a requirement to teach in other Academies within the Trust, subject to negotiation.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

CONTINUAL PROFESSIONAL DEVELOPMENT

Each Academy requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Please note that this Job Description should not be read in isolation and needs to be read in conjunction with:

- Contract of Employment
- Teachers' Standards Document
School Teachers' Pay and Conditions Document and Guidance on Teachers' Pay and Conditions.
[School teachers' pay and conditions - GOV.UK](#)
- The Priory Federation of Academies' Pay Policy
- The Burgundy Book
- The Priory Federation of Academies Development Management Handbook

Person Specification – Head of Department



		Essential	Desirable	How assessed*
QUALIFICATIONS				
1	Degree in relevant subject area.	✓		AF/Cert
2	Qualified Teacher Status.	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)				
3	Recent and relevant experience of teaching English at KS3 and KS4.	✓		AF/IV
4	Recent and relevant experience of teaching English at KS5.		✓	AF/IV
5	Recent and Relevant experience of leading a team	✓		AF/IV
SKILLS AND ABILITIES				
6	Excellent oral and communication skills.	✓		AF/IV
7	Ability to work on own initiative and as part of a team.	✓		AF/IV
8	Good planning and organisational skills.	✓		AF/IV
9	Commitment to providing a high standard of work	✓		AF/IV
10	Ability to use IT at a level commensurate with job role.	✓		AF/IV
11	Professional and responsive attitude and behaviour towards colleagues.	✓		AF/IV
12	Ability to motivate and develop self and team members	✓		AF/IV

***Key to how skills are assessed:**

- AF = Skill assessed via application form
- IV = Skill assessed via interview
- AT = Skill assessed via test/work-related task
- R = Skills assessed via References
- Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Employee Name:

Signed Employee.....

Dated.....