



HEAD OF DEPARTMENT

The Bridgwater College Academy Culture reflects that of our sponsor.

The success of the Bridgwater College Academy will be underpinned by two fundamental tenets:

Students come first: First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

All staff employed at the Academy are team players: Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

PERSONAL PROFILE

The success of the Bridgwater College Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. S/he/they must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially post holder must have a commitment to comprehensive all-through education and training. S/he/they will believe passionately in the entitlement of individuals of all ages to learning.

S/he/they will need considerable levels of energy and stamina. This is not a 9 to 5 job, nor is it a job for someone looking for a restful haven.

As a manager and leader, post holders will have a key role in motivating others. It is essential that s/he/they has exceptional leadership, communication and interpersonal skills.

Core purpose

The post is a key leadership role within the Academy staffing structure which drives curriculum change across Key Stages three and four. This post is responsible for securing the key strategic objectives of the Academy in terms of student outcomes and progression.

The post holder is required to:

- Support the Academy Leadership Team securing the agreed objectives for the department.
- Execute exemplary leadership and management skills at all times to establish a highly effective department.
- Contribute to the curriculum leadership of the Academy to ensure the Academy continually aspires to the highest standards.
- Motivate and work with others to promote a positive culture that promotes personal excellence, equality and high expectations of all members of the Academy.
- Provide a productive learning environment which is engaging and fulfilling for all the young people.
- Act at all times in accordance with the agreed Values and Ethos of the Academy.
- Engage critically and effectively in evaluating the work of the Department and forming strategic plans for further development.

Key accountabilities of the post

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the area.
- To lead the development of teaching ensuring that teaching is consistently 'Good' or better.
- To actively evaluate the teams' strengths and areas for development on an annual basis and devise an agreed action plan of development.
- To actively monitor each term student progress and deploy resources to intervene as appropriate. Providing Line Manager with summary overview report
- To ensure the agreed school policy for Assessment is fully adhered to and implemented.
- To ensure that all lessons within the area reflect the agreed Learning Framework.
- To actively implement and follow all school policies and procedures.
- To lead and manage the planning function of the department.
- To ensure that Health and Safety policies and practices including risk assessments, throughout the area are in line with national requirements and are up dated as necessary
- To keep up-to-date with national developments, teaching practice and methodology
- To be responsible for the efficient and effective deployment of the department's technicians/support staff.
- To undertake Appraisal and Capability Reviews.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department and liaising with relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To ensure that all students in the area have challenging targets and that they know what these are and how to achieve them.
- To contribute to the school procedures for lesson observation, snapshots, feedback, learning walks and staff development.
- To produce reports on examination performance for senior leaders and Trustees.

- To provide the Board of Trustees with relevant information relating to the areas performance and development.
- To communicate effectively with parents and students as appropriate.
- To promote the school effectively at key events such as Open Evening.
- To contribute to the process of ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the effective and efficient use of physical resources.
- To monitor the budget and ensure appropriate allocation of departmental capitation.
- To produce an annual budget plan at the start of each financial year.
- To take responsibility for the application of behaviour management systems within the area and to ensure that effective learning can take place as a result of good behaviour.
- To act as a form tutor as required.
- To ensure that the environment in the area is conducive to learning with relevant and engaging displays.
- To plan strategically for key areas of transition – year 6-7 and 11-12 specifically.
- To ensure that the needs of students with Additional Educational Needs are met through effective differentiation of teaching and curriculum as required.
- To lead team meetings and record outcomes.
- To be accountable for exam entries ensuring all students in the area are entered for appropriate and agreed qualifications.
- To engage pro-actively in the recruitment of staff for the area as required.

Other Requirements

This Job Description is not and cannot be an exhaustive list of task and responsibilities required for the role so other requirements deemed reasonable may be required.