

# Head of Department-Job description

## Line managed by: SLT

**Summary:** Overall responsibility for teaching and learning, achievement and attainment within the department. Organisation of the delivery of the subject in the school. To contribute to the development and maintenance of whole school strategy, policies and ethos.

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers. The responsibilities outlined in this job description are in addition to those covered in the 'Teacher' job description.

## Specific Responsibilities

### A. Strategic direction and development of the subject

1. To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
2. To demonstrate an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
3. To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
4. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
5. To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
6. To establish and implement a variety of systems and processes which provide good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in the subject.
7. To involve all departmental colleagues in the creation and execution of the departmental action plan (DAP). This will identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school action plan (SAP).
8. To regularly review and evaluate the progress towards the targets set in the DAP and provide regular progress updates to the SLT line manager to ensure that they are fully aware of all successes, issues and concerns.
9. To ensure, where appropriate, representation of the department at Head of Departments meetings. If not attending the Head of Departments meetings, to keep abreast of debate and contribute through a representative colleague.
10. To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.

### B. Teaching and learning

1. To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject.
2. To keep abreast of new developments in content and teaching style.
3. To monitor and evaluate the department's examination specification and schemes of work.
4. To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
5. To ensure that all subject staff follow the agreed syllabus/specification.
6. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).
7. To initiate and, where appropriate, organise curricular and educational enhancement activities related to the subject.
8. To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.
9. To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
10. To provide quality assurance monitoring and intervention with all subject staff.

11. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
12. To provide regular feedback to the SLT line manager to help the school evaluate its practice.
13. To assist the SLT line manager in the regular review of the standards of leadership, teaching and learning in the subject area
14. To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

### **C. Leading and managing staff**

1. To give necessary help and guidance to all subject staff.
2. To help in the selection of teaching staff for the department.
3. To be responsible for inducting NQTs and new staff.
4. To ensure that all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
5. To assist members of the department in discipline matters.
6. To secure, maintain and integrate the collaborative effort of the subject staff so that involvement, commitment and team spirit are promoted.
7. To ensure that subject staff are familiar with and follow all school and departmental policies e.g. reports, disciplinary procedures, setting and marking of work.
8. To assist the Headteacher in drafting reports and references on present and past members of the department.
9. To manage the support staff in the department.
10. To alert the SLT line manager of any complaints regarding subject staff and discuss strategies for the support of teachers as required.
11. To implement and promote the use of appraisal to develop the personal and professional effectiveness of subject staff.
12. To act as an appraisal team leader for identified members of subject staff.
13. To ensure the appraisal arrangements are effectively discharged by the other team leaders in the department.
14. To ensure that all subject staff have high quality professional development opportunities.
15. To monitor and evaluate the contribution and impact of other staff to school improvement.
16. Take initial responsibility for the pastoral care and welfare of all departmental staff.

### **D. Resource Management**

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation of the department.
3. To ensure that the teaching area allocated to the department is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
6. To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued by SLT.
7. To plan the deployment of staff expertise to achieve the targets in the SAP.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## **Head of Department-Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Suitability to work with young children</li> <li>▪ Able to form and maintain appropriate relationships</li> </ul>	<ul style="list-style-type: none"> <li>▪ Involvement in or leadership of developments at departmental or whole</li> </ul>	Application form, references and interview. In addition to candidates' ability to perform the duties

	<p>and personal boundaries with children and young people</p> <ul style="list-style-type: none"> <li>▪ Positive attitude to use of authority and maintaining discipline</li> <li>▪ Experience of teaching across the full age and ability range of a secondary school</li> <li>▪ A record of high quality classroom teaching</li> <li>▪ Proven record as a teacher whose students reach high standards of learning and achievement</li> <li>▪ Experience as a form tutor</li> <li>▪ Experience of managing an area of development</li> <li>▪ Efficient manager and administrator</li> </ul>	school level	<p>of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours; and</li> <li>▪ attitudes to use of authority and maintaining discipline</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Commitment to improving student learning and raising achievement</li> <li>▪ Enthusiasm to inspire in students a desire to learn and participate</li> <li>▪ Knowledge and understanding of recent legislation, development and initiatives in secondary education</li> <li>▪ Ability to teach to KS3, GCSE and 'A' level</li> <li>▪ Knowledge of the curriculum at KS3, KS4 and KS5</li> <li>▪ An understanding of the use and potential of ICT to develop learning</li> <li>▪ Interest in innovation in the classroom including interactive whiteboard skills</li> <li>▪ An excellent classroom practitioner</li> <li>▪ An effective communicator and motivator of students</li> <li>▪ Ability to enable and empower others.</li> <li>▪ A team player with the ability to establish good working relationships with staff, pupils and parents.</li> <li>▪ The ability to communicate clearly and concisely both verbally and in writing at all levels</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of the whole range of learning needs</li> <li>▪ An understanding of the use of comparative data and target setting</li> </ul>	Application form, references and interview

	<ul style="list-style-type: none"> <li>▪ The ability to support students and respond to parents/carers through fluent and accurately spoken English.</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ A capacity for hard work</li> <li>▪ Ability to have the vision to plan the way ahead and to get things done</li> <li>▪ Able to lead a team and get the best out of staff and students</li> <li>▪ A fair, flexible, open and decisive approach to leadership in the classroom</li> <li>▪ Enthusiasm for, and readiness to accept, change</li> <li>▪ A commitment to justice, quality of opportunity and to comprehensive education</li> <li>▪ Good ICT skills</li> <li>▪ Ability to work on own initiative</li> <li>▪ Ability to take responsibility for planning own workload and commitments</li> <li>▪ Ability to work under pressure and keep to deadlines</li> <li>▪ Ability to be sensitive to the needs of others</li> <li>▪ Ability to be supportive</li> <li>▪ Professionalism</li> <li>▪ A sense of humour, warmth, energy, stamina and resilience</li> <li>▪ Good record of attendance and punctuality</li> <li>▪ Willingness to reflect upon his/her experiences in a critical and constructive manner</li> </ul>		Application form, references and interview
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▪ Honours Degree</li> <li>▪ DfE recognised Qualified Teacher Status</li> <li>▪ Evidence of continuing professional development</li> <li>▪ Evidence of keeping up to date with educational thinking and knowledge</li> </ul>		Application form and references

***The Four Stones Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

**Issued by:** \_\_\_\_\_

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