



Job Description: Head of Department



Name



Prepared for Governors by Chris Willsher

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Approved by Personnel, Finance & Resources committee: ...



1 Introduction

- 1.1 Post title: _____
- 1.2 Reporting to: _____
- 1.3 Responsible for:
- the provision of a full learning experience and support for students.
 - leading and managing teaching and support staff within the subject area.
- 1.4 Liaising with: Head/SLT, other Heads of Department, Heads of Year and relevant staff with cross-school responsibilities, relevant teaching/support staff, external agencies as appropriate and parents.
- 1.5 Working Time: Full time as specified within the STPCD
- 1.6 Disclosure level: Enhanced

2 Purpose

- 2.1 Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To raise standards of student attainment and achievement within the subject area.
 - To monitor and support student progress within the subject area.
 - To be accountable for student progress and development within the subject area.
 - To develop and enhance the teaching practice of others.
 - To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the subject area, in accordance with the aims of the school and the curricular policies determined by the Board of Governors and Headteacher.
 - To be accountable for leading, managing and developing the subject.
 - To effectively manage and deploy teaching/support staff, financial and physical resources within the subject area.

3 Teaching

- 3.1 To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere.
- 3.2 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 3.3 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 3.4 To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching/learning experience of students.
- 3.5 To undertake a designated programme of teaching.
- 3.6 To ensure a high quality learning experience for students which meets internal and external quality standards.
- 3.7 To prepare and update subject materials.

- 3.8 To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 3.9 To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 3.10 To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 3.11 To mark, grade and give written/verbal and diagnostic feedback as required.

4 Operational/ Strategic Planning

- 4.1 To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject area.
- 4.2 To ensure the smooth day-to-day management, control and operation of course provision within the subject area, including effective deployment of staff and physical resources.
- 4.3 To actively monitor and follow up student progress.
- 4.4 To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Site Development Strategy, etc.
- 4.5 To lead colleagues in the formulation of aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of students and the school as a whole.
- 4.6 To plan and prepare courses and lessons.
- 4.7 To contribute to whole school planning activities.
- 4.8 To lead and manage the business planning function of the subject team, and to ensure that curriculum planning activities reflect the needs of students and the aims and objectives of the school.
- 4.9 To link with the other Head(s) of Department to ensure that the work in the subject area fully reflects the school's distinctive ethos and mission.
- 4.10 In conjunction with the Head of ICT to foster and oversee the application of ICT in the subject area, including the development of materials for homework.
- 4.11 To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

5 Curriculum Provision and Development

- 5.1 To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements School Improvement Plans and school self-evaluation.
- 5.2 To be accountable for the development and delivery of the subject.
- 5.3 To lead curriculum development for the subject.
- 5.4 To keep up to date with developments in the subject, teaching practice and methodology.
- 5.5 To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.6 To maintain accreditation with the relevant examination and validating bodies.

- 5.7 To be responsible for the development of key skills within the curriculum area.
- 5.8 To ensure that the development of the subject is in line with national developments.

6 Staffing

- 6.1 To work with the Headteacher and Senior Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 To continue personal development in the relevant areas including subject knowledge and teaching methods.
- 6.3 To engage actively in the Performance Management Review process and undertake Performance Management reviews and to act as reviewer for a group of staff within the designated curriculum area.
- 6.4 To secure the efficient and effective deployment of the subject area's technicians and support staff.
- 6.5 To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with Cover Supervisors / relevant staff as necessary.
- 6.6 To participate in the selection process for staff when required and to ensure effective induction of new staff in line with school procedures.
- 6.7 To promote teamwork and to motivate staff to ensure effective working relations.
- 6.8 To participate in the school's ITT programme.
- 6.9 To be responsible for the day-to-day management of staff within the subject area and act as a positive role model.

7 Quality Assurance

- 7.1 To ensure the effective operation of quality control systems.
- 7.2 To agree and set targets within the subject area and work towards their achievement.
- 7.3 To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles throughout the team.
- 7.4 To contribute to the school procedures for lesson observation.
- 7.5 To implement school quality procedures and ensure adherence to those within the subject area.
- 7.6 To help monitor and evaluate the subject area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 To seek/implement modification and improvement where required.
- 7.8 To ensure that the subject area's quality procedures meet the requirements of school self-evaluation and the Strategic Plan.

8 Management Information

- 8.1 To ensure the maintenance of accurate and up-to-date records for SIMS, SISRA, registers, etc.
- 8.2 To complete the relevant documentation to assist in the tracking of students.
- 8.3 To track student progress and use information to inform teaching and learning.
- 8.4 To make use of analysis and evaluate performance data provided.
- 8.5 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.
- 8.6 To produce reports on examination performance, including the use of value-added data.
- 8.7 To manage the subject area's collection of data.
- 8.8 To provide the Board of Governors, Headteacher and SLT with relevant information relating to the subject area's performance and development.

9 Communication

- 9.1 To ensure effective communication and consultation with parents of students.
- 9.2 To lead the development of effective subject liaison, communication and co-operation with partner schools, further education, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.3 To follow agreed policies for communications in the school.
- 9.4 To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- 9.5 To represent the subject area's views and interests.
- 9.6 To contribute to school liaison and marketing activities, e.g. the collection of material for press releases.

10 Management of Resources

- 10.1 To contribute to the process of the ordering and allocation of equipment and materials.
- 10.2 To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the subject area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 10.3 To ensure that the curriculum area's teaching commitments are effectively and efficiently timetabled and roomed.
- 10.4 To ensure subject staff co-operate with each other to ensure sharing and effective usage of resources to the benefit of the school, department and the students.

11 Pastoral

- 11.1 To be a group tutor to an assigned group of students and promote the general progress and well-being of individual students and of the tutor group as a whole.
- 11.2 To liaise with a Head of Year to ensure the implementation of the school's pastoral system.

- 11.3 To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 11.4 To evaluate, monitor and support students' progress and development throughout the subject area, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.5 To contribute to the preparation of action plans, progress files and other reports.
- 11.6 To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- 11.7 To communicate as appropriate, with parents of students and outside agencies concerned with the welfare of individual students, after consultation with the appropriate staff.
- 11.8 To contribute to collective worship, PSHE, citizenship and enterprise according to school policy.
- 11.9 To ensure agreed behaviour management systems are implemented within the subject area so that effective learning can take place.

12 Ethos

- 12.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- 12.2 To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 12.3 To support the school in meeting its legal requirements for worship.
- 12.4 To promote actively the school's corporate policies.
- 12.5 To continue personal development as agreed.
- 12.6 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

13 Other

- 13.1 Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 13.2 Employees 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 or undertake any other duty as specified by STPCB not mentioned in the above..
- 13.3 The school 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.
- 13.4 This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- 13.5 (If a post-Threshold teacher:) To be highly competent in respect of the Teacher' Standards and make a substantial and sustained contribution to the work of the school as agreed with the Headteacher.