



## The Compton School Job Description

**Post:** HoD

**Subject:** Music

**Salary:** TLR 2D £7,368 + Outer London

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**A teacher at The Compton School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and as outlined in the DfE School Teachers' Pay and Conditions Document 2013 (Part 6)**

**The Head of Department is responsible for;**

### Leadership

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- Setting and sharing the **aims, objectives** and **vision** of the department to ensure high aspirations and outstanding outcomes for staff & students.
- To improve the quality of **teaching, learning and assessment** across the department and to raise standards of attainment.
- To be accountable for **student outcomes** and **teaching & learning** within the department.
- To keep up to date with national developments in your **subjects pedagogy** and **practice** and to promote and implement them appropriately.
- To participate in **Leadership Team meetings** and **SLT Link meetings**.

### Teaching & Learning

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- Provision of high quality and relevant **schemes of work** that allow outstanding lessons to be delivered in line with the schools scheme of work policy. These must include;
  - challenging provision for **G&T** (liaising with whole school G&T Coordinator).
  - appropriate provision for **SEN** (liaising with whole school SENDCO & TA's).

- learning beyond the classroom through effective **homework** opportunities.
- high levels of **literacy**, appropriate to the Key Stage.
- thoughtful and wide-ranging promotion of **SMSC** opportunities.

### Monitoring, Assessment & Feedback

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- To provide appropriate **assessment** opportunities at both Key Stages and to ensure accurate **moderation** of assessment.
- To ensure student progress is accurately **monitored** and **reported** on across the department. This includes setting appropriate **targets**.
- To provide appropriate **intervention** for individuals and groups of students based on the accurate monitoring of their progress.
- To ensure effective **communication** with parents, including the **reporting** process.
- To review **GCSE performance** and set targets for departmental development.
- To monitor, evaluate and act on **feedback** within the department in line with the departmental policy.
- Working with the Exams Officer and Exam Boards to oversee all **exam entries** and completion of **controlled assessment**, in line with the schools controlled assessment policy.
- To ensure regular **sampling** and **scrutiny** of student work in line with the school's feedback policy.
- To ensure all members of the department are formally **observed** in line with the school's policy.

### Staff Development

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- To review the progress of the department annually through a range of departmental **review processes**. To summarise the findings in the completion of a departmental Self-Evaluation Form and to respond to any emerging issues appropriately.
- Contributing to the **School Improvement Plan** through the formulation of departmental aims and objectives that challenge the areas of weakness identified in the Self-Evaluation Form.
- To line manage the department members and monitor their performance and set rigorous targets for professional development through the **appraisal process**.
- To ensure a high quality provision of **continual professional development** for staff, both bespoke and generic. This includes the induction of new staff and ITT and succession planning.
- To run effective and developmental **department meetings** that share best practice, according to the planned schedule of meetings.
- To promote **teamwork** and **effective working relationships** within the department.
- Assisting in the **recruitment** and **retention** of staff.

## Behaviour & Climate for learning

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- To be responsible for **student behaviour** in the department and ensuring the whole school policy on behaviour is followed. To involve the Support & Intervention Team where necessary.
- To provide a positive learning environment for students to learn in the departmental including through high quality **display** that is changed regularly according to school policy.

## Management

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- To ensure that the department provides **extra-curricular opportunities** for students across the Key Stages.
- To ensure appropriate **curriculum provision (student groupings, staff allocation & the homework timetable)**.
- To ensure appropriate **student consultation** and **student leadership** opportunities within a department.
- To effectively manage the department **budget, ordering** and **inventory**.
- To ensure **health and safety** standards are met across the department.
- To ensure appropriate **cover work** is set in staff absence.
- To link with a **school governor** in line with school policy.

## Additional responsibilities

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- To manage the team of **visiting instrumental teachers**.

## Promotion of school

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
- To ensure that all department members are familiar with the **school vision**.
- To promote, advocate and follow all **school policies**.

## Pastoral Responsibilities

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- To carry out the responsibilities of a form tutor as outlined in the form tutor job description.