

JOB DESCRIPTION

Post: Head of Department
Reporting to: Senior Leadership Team
Salary: MPS/UPS + TLR 2d £3679

JOB PURPOSE

To provide leadership to the team responsible for the delivery of the curriculum for your department within the Academy and to provide the highest quality teaching to all students.

INDIVIDUAL RESPONSIBILITIES

- Create an action plan for the improvement of the department
- Develop a training and coaching programme for all departmental staff ensuring that they develop into highly effective classroom practitioners
- Advise all staff on available resources and encourage the use of innovative approaches to learning and teaching
- Ensure that the curriculum for the department is kept up to date and that it meets the needs of all learners
- Keep schemes for learning under review and regularly update them to ensure that they are relevant and engaging
- To monitor the progress of all students in the department ensuring that subject staff intervene to support any student falling below their target level
- Regularly quality assure all aspects of work within the department, intervening where appropriate to ensure that all staff continue to improve as practitioners
- Make available to the line manager through regular meetings and reports a reliable assessment of departmental performance and an account of the impact of improvement initiatives

LINE MANAGEMENT RESPONSIBILITIES

- To take line management responsibility for the following staff:
- Teaching Staff
- This will include the following responsibilities:
- Conduct performance reviews in accordance with Academy policy
- Taking responsibility for attendance management and performance management
- Participate in the recruitment and selection of new staff whenever necessary
- Hold regular line management meetings in line with the published calendar and scheme.

LEARNING AND TEACHING RESPONSIBILITIES

- To consistently teach at a level that would be regarded by Ofsted as good or outstanding and in so doing be a role model for other practitioners
- Undertake an appropriate programme of teaching in accordance with the professional standards for teachers
- Contribute to improvement plans across the academy
- To attend all appropriate meetings
- To plan and prepare courses and lessons in line with Academy policy
- To teach students according to their educational need including the setting and marking of work to be carried out by the student in the Academy and elsewhere
- To assess, record and report on the attendance progress, development and attainment of students and keep such records as are required

- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that the wider curriculum including literacy, numeracy, and our core values are reflected in the learning and teaching experiences of students
- To undertake assessment of students in line with the requirements of external examination bodies
- To ensure the basic principles of assessment for learning are followed

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including performance management
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community and participate in collaborative activities with other schools and academies.

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.