



## Job Description



<b>Job Title:</b>	Head of Department
<b>Salary:</b>	Teachers Pay Scale plus TLR 2c
<b>Responsible to:</b>	Headteacher, Executive Headteacher, Deputy Headteacher, SLT
<b>Date of Job Description:</b>	January 2020

### Primary purpose of the Role:

Securing in consultation with the senior leadership team outstanding education within the department for all young people at Armfield Academy, ensuring consistently high expectations of students and outcomes, which improve year on year.

Ensuring a purposeful, positive and disciplined culture and ethos across the department, with strong progress and attainment outcomes for students. Thereby, ensuring a high quality education for all students.

Ensuring the key elements of progress and achievement, quality of teaching, behaviour and safety and leadership are all of a very high standard within the department.

Working in association with line managers overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.

### Main Responsibilities:

Professional Standards: Meeting the professional standards for teachers, core and threshold, as applicable to the post-holder and as revised in the most recent update of the School Teachers Pay & Conditions document.

Acting as a form tutor, carrying out all reasonable duties associated with this role.

Strategic and Operational leadership of the department, in particular ensuring that high quality teaching and learning is embedded daily within the department. Operational leadership of all self-evaluation within the department and contributing to the production and monitoring of the department improvement plan.

In carrying out their duties, all senior post holders will be required to implement the policies of the Fylde Coast Academy Trust and the Academy Council.

### **Main Duties: Core Responsibilities**

- To fulfil requirements of a classroom teacher to Core and Post Threshold standards as defined in the generic job description for teachers.
- To act as a form tutor, carrying out all duties associated with this role.
- To ensure a commitment to safeguarding is evident in all actions taken.
- To ensure all actions taken are in line with the requirements of the DfE guidance and academy policies on safeguarding and child protection.
- To have knowledge and awareness of the academy improvement plan.
- To be aware of the staff handbook and the policies within.
- To attend and contribute where appropriate to all meetings as designated by the Headteacher.
- To play a full professional role with regard to Health & Safety,
- To act as a member of a duty team where required and reasonable.
- To communicate and consult with parents about individual student progress as necessary.
- To attend parents evenings.
- To pro-actively support other academies within the Fylde Coast Academy Trust as considered necessary or as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the department, through regular monitoring and coaching and by personal example.
- To play an active part in the development of the department improvement plan including taking overall strategic lead for aspects of the plan.
- To perform the duties of Performance Management Reviewer for identified support staff, teachers and Leaders:
  - Reviewing annually the performance of these support staff, teachers / Leaders and setting new objectives in line with the FCAT policy and procedures.
  - Making recommendations on pay progression based on academy policy and consistently applied standards to the Headteacher
- To challenge underperformance at all levels ensuring effective corrective action and follow up;
- To manage delegated budgets to ensure that costs remain in line with budget.
- To manage own workload and that of others to allow an appropriate work/life balance.

### **Main Duties: Specific Responsibilities**

#### **Outcomes for students**

- Responsible and accountable for standards of achievement and progress against annual targets of all students within the department.
- Ensuring that high expectations prevail with high standards of achievement and progress.
- Responsible for policy planning and development for maximum student success.
- Plan, implement and evaluate strategies where improvement needs are identified.
- Responsibility for maintenance and analysis of student tracking systems, consistent with the academy policy, arranging and monitoring the impact of intervention of student to ensure maximum progress.
- Provide SLT, governors and Heads of Department with relevant, subject, curriculum or student performance information.

#### **Teaching and Learning**

- Responsible for department planning, curriculum coverage and learning outcomes.
- Ensure optimum student learning underpins all decision making and planning.
- Ensure the highest quality assessment for learning.

- Lead the development and enhancement of pedagogy within the department in line with academy and department priorities.
- Ensure these pedagogies are consistent and effective, through rigorous planning, monitoring evaluation and review, training and support.
- Maintain personal expertise and act as a role model for excellent classroom practice, modelling effective strategies and sharing/coaching other teachers.
- Monitor and evaluate standards of teaching, identifying areas for improvement.
- Monitor and assess the standard of student work and feedback within the department.
- Plan, implement and demonstrate the impact of strategies to improve teaching.

### **Leadership and Management**

- Provide strong, effective, clear and purposeful leadership of the department.
- Responsible for department self-evaluation contributing to department and overall academy self-evaluation.
- Assist in the induction, support and monitoring of new staff including NQT/Teach First etc.
- Act as an appraisal reviewer for identified teacher, reviewing annually the performance of these teachers and setting new objectives.
- Responsible for implementation, monitoring and review of department policies.
- Initiate and review curriculum developments focussed on raising attainment.
- Provide rigorous, challenging and supportive line management for the department.
- Continue to take an active interest in your own CPD and that of others.
- Define and agree appropriate improvement targets for the department.
- To take specific responsibility for at least one subject within the department itself.

### **Behaviour and Safety**

- Responsible for standards of behaviour and attitude within the department.
- Ensure optimum conditions for effective teaching and learning prevail.

## **Accountability**

- Accountable for the standards of achievement (attainment and progress) of all students in your department.
- Ensure that appraisal arrangements are executed appropriately.
- Accountable for the effective implementation of the relevant sections of the department improvement plan.
- Accountable for the standards of teaching within the department
- Accountable for a positive, purposeful and productive team spirit within the department.
- Line management responsibility, substantial direct and indirect responsibility for teaching and support staff.
- Planning the deployment of staff expertise to achieve academy/department improvement objectives.
- Accountable and responsible for the well-being of people within the department.

## **Flexibility**

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Head of Department. Depending on the needs of the academy, these may be altered from time to time in consultation with the Headteacher.

<b>Job Description prepared by:</b>	<b>Date:</b>
<b>Agreed by post-holder:</b>	<b>Date:</b>
<b>Headteacher:</b>	<b>Date:</b>