

## Job Description

<b>Name:</b>	
<b>Job Title:</b>	Head of Department
<b>Allowance:</b>	TLR 1A
<b>Management time allocation:</b>	An additional responsibility with 8 periods per fortnight allocated to fulfil this position within the postholder's current teaching contract.
<b>Responsible to:</b>	Assistant Headteacher/Principal
<b>Responsible for:</b>	Provide leadership and management of their subject area in order to secure high quality teaching by all staff within the department. Ensure the effective use of resources and the improvement of standards of learning and achievement of all pupils.
<b>Effective Date:</b>	1 <sup>st</sup> September 2023
<b>Working Time:</b>	<ul style="list-style-type: none"> <li>• Be available to teach pupils for 190 days of the school year</li> <li>• Be available for 5 extra days which will be specified by the Trust or Headteacher/Principal</li> <li>• Be available to perform duties as specified by the Headteacher/Principal for 1265 hours in any school year.</li> <li>• The above points will be pro rata for all part time posts</li> <li>• Participate in any reasonable activities of a professional nature as directed by the Headteacher/Principal.</li> </ul>

<b>Role and Context</b>	
<b>Duties and responsibilities:</b>	<p><b>Managing Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Ensure that staff within the Subject Area create an ethos in which students feel safe, are challenged and learn effectively</li> <li>• Provide guidance on a choice of appropriate teaching and learning methods</li> <li>• Implement whole school systems for recording and reporting individual pupil performance</li> <li>• Ensure schemes of work and lesson plans are developed in a collaborative manner to meet the needs of all learners</li> <li>• Evaluate the quality of teaching and standards of achievement by using a range of tools including data setting targets for improvement.</li> <li>• Ensure that structures are developed to deal with underachievement, poor behaviour and attendance where this affects learning, in line with whole-school procedures</li> <li>• Constantly evaluate curriculum plans and schemes of work and update as appropriate</li> <li>• Undertake self-evaluation and review as appropriate in line with whole school self-evaluation and review processes, including annual review of the Subject SEF</li> <li>• Determine and deliver a Subject Improvement plan, manage and monitor systematic forward planning for the Subject Area in line with the School Improvement Plan</li> </ul>

### **Managing People**

- Ensure that staff support and uphold the school's aims and policies
- Assist in the recruitment and selection of teaching and support staff
- Engage in line management responsibility for the department, ensuring appropriate management meetings are held in accordance with Trust policies, e.g. attendance management, appraisal, conduct etc.
- Develop departmental teams to enhance performance to reflect the school's commitment to high achievement
- Create, maintain and enhance effective relationships
- Plan, delegate and evaluate the work carried out by the team and individuals

### **Managing the Organisation**

- Assign pupils to appropriate teaching sets
- Organise and run Departmental meetings
- Contribute when needed to the Departmental Report to Governors
- Attend line management meetings and keep line manager updated with curriculum matters.
- Lead the organising and running of the Carol concert
- Lead the organising and running of an annual school performance

### **Managing Policy and Planning**

- Develop and implement policies and practices for the subject area which reflect the school's commitment to high achievement and quality learning
- Develop short, medium and long term plans for the development and resourcing of the department
- Monitor the progress made in achieving subject plans and targets and evaluate the effects on teaching and learning
- Implement whole school plans and policies to address the key areas identified in the Academy Improvement Plan.

### **Knowledge and Skills**

- School improvement and effectiveness strategies, including the process of school self-evaluation
- Processes and systems for quality assurances within subject areas
- Principles and practices in relation to managing effective learning and teaching
- Principles and practices of implementing a change programme
- The application of ICT into learning and teaching
- Principles of curriculum planning
- Financial management and planning of Departmental budgets
- Principles and practice of pupil management
- Knowledge of record keeping systems and procedures

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

	<p>The teacher will be a part of the school's appraisal scheme. They will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.</p> <p>Attend and contribute to key stage, subject and team and full staff meetings.</p> <p>The post holder will be expected to fulfil the Teachers' professional standards.</p> <p>As defined in the STPCD – to occasionally undertake rarely cover.</p> <p>In relation to the Academy's strategic plan, contribute towards the goals and targets.</p> <p>Maintain a professional interest in educational initiatives relevant to the teacher's subject(s).</p>
<p><b>Relationships</b></p>	<p>Working closely with:</p> <ul style="list-style-type: none"> <li>• All teaching and non-teaching staff</li> <li>• Pupils</li> <li>• Parents.</li> </ul>
<p><b>General Information and review:</b></p> <ul style="list-style-type: none"> <li>• The job specification details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>	
<p><b>Signature:</b></p>	<p><b>Date:</b></p>