



# Head of Department Job Description & Person Specification

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

## **Job Description for a Head of Department**

**Grade:** Emmaus Catholic MAC Teacher Pay Scales  
MPS/UPR + TLR 1B

**Line Manager:** SLT

**Duty Hours:** Full-time

This Job description and person specification is to be read in conjunction with that of a class teacher.

### **Job purpose:**

To act in accordance with the Teachers Standards, the Policies and Practices of Emmaus Catholic Multi Academy Company and the Directives of the Archdiocese of Birmingham to collaboratively fulfil the vision and mission of “Forming Christ centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.”

This role should be undertaken in accordance with national and local guidance in relation to the role.

This role is an Academic Middle Leader position

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

Under the direction of the Principal and Senior Leadership Team the successful candidate will be expected to:

- Contribute to and improve the teaching and learning throughout the Department and curriculum area, aiming for the highest achievable standards in all lessons.
- To continue to develop an innovative and progressive curriculum which is supported by a vibrant programme of extracurricular and enrichment activities.
- Develop schemes of work and support the planning throughout the subject to improve teaching and learning.
- Lead on the delivery of the curriculum and the assessment of student progress to ensure that teachers and students are working towards the highest standards of achievement.
- Work positively with the Department and collectively develop and improve all aspects of teaching and learning in this area.
- To performance manage robustly all leaders, teachers and support staff in the Department so that ambitious targets are met.
- Teach classes across the age and ability range.

### **Key Accountabilities/main duties:**

- To take the lead on high quality teaching and learning, together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To lead on the development of the subject(s) across all key stages ensuring that the curriculum is well sequenced, that timely assessments are planned, outcomes and progress are monitored, and intervention mapped.
- To inspire and enthuse members of the team, with a clear vision for the future direction of the Department.
- To undertake regular audits and quality assurance checks within the Department to ensure that the highest standards are being achieved in all aspects of the department’s work and children’s learning.
- To develop your teaching and learning through Professional Learning and Development at Middle Leader level.

- To assess student progress across the Department and take appropriate action when such progress identified is below expected targets.
- To keep up to date about subject development and to take part in relevant Professional Learning and Development (PLD) for this purpose, disseminating to other staff, as and where appropriate.
- To actively uphold and promote the Catholic Life of the school.
- To lead, coordinate and promote the delivery of all extra-curricular activities in the Department.
- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
- To ensure that all students, including those with SEND and the disadvantaged, taught across the subject area have their needs met with thoughtfully designed adaptive strategies
- To review, evaluate and improve the design and delivery of the curriculum on an ongoing basis.
- To ensure that the curriculum is appropriately designed to meet the needs of all learners.
- To ensure that mechanisms are in place for identifying and closing gaps in learning, skills and knowledge for all learners especially those with poor attendance or engaged in school based intervention.
- To liaise with leads from the Emmaus Multi Academy Company as part of the Emmaus Subject Hubs and ensure that key stage 3 curriculums builds on knowledge and skills from key stage 2
- To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.
- To be responsible for the completion of the Department Self Review and Development Plan
- To ensure that physical resources to include software to deliver the curriculum are acquired and are maintained effectively.
- To facilitate an annual audit of resources.
- To be responsible for the Department Budget.
- To achieve positive achievement and attainment across the department and all groups of learners.

### **Other Duties**

- To lead and manage lunch time detentions for classroom-based behaviours at least once a week.
- To act as a deputy duty team leaders one day per week alongside an Assistant/Vice Principal (Core Heads only)
- To act as a member of the Extended Leadership Team (Core Heads only) to support whole school leadership systems and processes.
- To attend and positively contribute to Curriculum Leadership Team meetings including sharing examples of best practice.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.



## Person Specification

	Essential	Desirable	App	Int
<b>Education and Training</b>				
DfE recognised Qualified Teacher Status	x		x	
Degree or equivalent qualification.	x		x	
Evidence of Professional Development relevant to the role.	x		x	x
Additional professional and/or academic qualifications. E.g CCRS.		x	x	
<b>Knowledge and Experience</b>				
Secure and current subject knowledge, applied effectively across the secondary age and ability range.	x		x	x
Strong understanding of curriculum design, sequencing, and assessment in a secondary school context.	x		x	x
Experience of analysing student performance data to identify trends, inform intervention, and improve outcomes.	x		x	x
Knowledge and application of adaptive teaching strategies to support SEND, disadvantaged, and vulnerable learners.	x		x	x
Awareness of current educational research, pedagogy, and subject-specific developments.	x		x	x
<b>Leadership and Management</b>				
Ability to provide clear strategic leadership for a subject area, translating whole-school vision and priorities into effective departmental practice.	x		x	x
Experience of leading, motivating, and holding staff to account through robust performance management and professional dialogue.	x		x	x
Demonstrable experience of improving teaching and learning through monitoring, evaluation, and quality assurance processes.	x		x	x
Ability to lead curriculum development across Key Stages, ensuring progression, coherence, and high standards of outcomes.	x		x	x
Experience of managing departmental resources and budgets effectively to support high-quality provision.		x	x	
Ability to act as a professional role model, demonstrating high expectations, accountability, and integrity in leadership.	x		x	x
<b>Professional Skills</b>				
Ability to communicate effectively with staff, students, parents, governors, and external stakeholders.	x		x	x
Strong organisational skills, enabling effective management of time, priorities, and competing demands.	x		x	x
Ability to monitor, evaluate, and improve teaching and learning through constructive feedback and support.	x		x	x
Capacity to inspire high standards of behaviour and create a purposeful learning environment.	x			x
Ability to work collaboratively as part of a team and contribute positively to whole-school initiatives.	x		x	x
Competence in using assessment systems and digital tools to support teaching, learning, and reporting.		x	x	
<b>Personal Qualities and Attributes</b>				
Commitment to the Catholic ethos of the school and willingness to actively promote the Catholic life of the community.	x		x	x
High levels of professional integrity, confidentiality, and personal credibility.	x			x
Resilience and determination, with a strong commitment to securing high standards for all students.	x		x	x
Genuine passion for education and belief in the potential of every young person.	x		x	x
Commitment to equality, diversity, and inclusion, with sensitivity to the needs of others.	x			x
Reflective practitioner, committed to ongoing professional learning and self-improvement.	x		x	
<b>Safeguarding</b>				
To comply with the MACs commitment to the protection and safeguarding of children.	x		x	x
Understanding of statutory requirements and guidance relating to safeguarding and child protection.	x		x	x

