

**Job description: Lead/Head of Subject/Department**

**Our Mission**

**Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live**

**To achieve excellence in all aspects of school life.**

*Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<p><b>Purpose of the role:</b></p>	<p>To provide professional leadership for the department, developing teaching and learning, driving positive outcomes for students, and leading on staff recruitment and retention within the faculty.</p> <ol style="list-style-type: none"> <li>1) Be an inspirational leader, committed to excellence for all</li> <li>2) Work with the Director of Learning to contribute to strategic planning for the College for both the short and long term, anticipating needs and responding to developments both in the local community and in a national and international context.</li> <li>3) To create a culture of constant improvement within a collaborative professional learning environment</li> <li>4) Development of a clear and ambitious vision for high quality education</li> <li>5) Creation of an inclusive culture where all members of the community are valued and a culture of safeguarding is promoted</li> </ol>
<p><b>Line management</b></p>	<p>To line manage the Department/Subject To be responsible to the Director of Learning</p>
<p><b>Main duties and responsibilities:</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>● To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>● Actively support the vision, ethos, culture and policies of the College.</li> <li>● Organise and prepare for all lessons, and share good practice with colleagues wherever possible</li> <li>● Take an active role in ensuring the development and realisation of the College Development Plan.</li> <li>● Treat each student as an individual with courtesy and respect.</li> <li>● Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up-to-date with curriculum developments</li> <li>● Contribute to the marketing and promotion of the College</li> <li>● Undertake any other duty deemed reasonable by the Principal of the College.</li> <li>● To inspire and motivate students, teacher and other school employees</li> <li>● Maintain excellent relationships and communication with key stakeholders</li> </ul>
<p><b>Specific Role</b></p>	<p><b>To develop the Department by:</b> <b>Managing the Strategic Direction and Operational Development of the Department through</b></p> <ul style="list-style-type: none"> <li>● Planning and chairing subject meetings</li> <li>● Planning a knowledge rich well sequenced curriculum</li> <li>● Monitoring exam syllabuses and ensuring relevant content is planned for</li> <li>● track the cross curricular opportunities</li> </ul>

- keep up to date with subject developments and research

#### **Evaluating Teaching and Learning**

- Review and support teacher Planning
- Monitor Teaching and Learning across the department identifying area of strength and areas for development

#### **Leading and Managing staff**

- Lead the improvement of teacher effectiveness within the subject through performance management and in house CPD programmes
- Act as a coach
- Establish clear expectations and build a team
- Ensure accountability and challenge poor performance working with the Director of Learning

#### **Efficient and Effective Deployment of staff and resources**

- Manage the Budget for the subject

#### **Making Judgements**

- analyse and interpret data within the subject area
- Sample students work
- Carry out regular student voicing activities
- Manage exam entries in consultation with Director of Learning

#### **Support the behaviour for learning within the department by**

- celebrate students who receive rewards as per the college policy
- support staff dealing with low level disruption
- Liaise with the Director of Learning (Year Leaders and Heads of School) with major behaviour concerns within the faculty