

Job Description

Job Title: Head of Department

Accountable/Responsible to: Head of Faculty

Accountable for: Key Stage Coordinators

Salary: MPS/UPS + TLR

Job Purpose:

- To challenge and support all students to make excellent progress: inspiring trust and confidence, building team commitment, engaging and motivating students.
- To lead on curriculum design in your subject area, ensuring it enables coherent development of student skill, knowledge and understanding.

Key Accountabilities:

Work under the direction of the Head of Faculty actively leading and supporting Faculty policies, developing the subject to maintain high professional standards.

Responsibility:

- Actively safeguarding and promoting the welfare of students.
- Adhering to and understanding the school's Child Protection policy and reporting procedures.
- Adhering to and understanding the 'Teachers Professional Standards' and the school's Staff Code of Conduct.

Knowledge and understanding

- Demonstrating up to date knowledge of subject teaching, taking into account wider curriculum developments relevant to work.

Teaching and assessment

- To lead a culture of responsive teaching
- To coordinate the teaching and learning response outcomes, adapting lesson sequences accordingly.
- To ensure assessment data is entered accurately, on time and is analysed effectively.
- Consistently planning lessons to meet individual learning needs.
- Using a range of appropriate strategies in classroom management.
- Sharing practice with departmental staff to drive teaching and learning forwards.
- Using information about prior attainment to set high expectations for students, monitoring progress and giving constructive feedback.
- Tracking and reviewing student progress and addressing underachievement.
- Being aware of and implementing health and safety requirements.

Wider Professional Effectiveness

- Taking responsibility for own professional development, using outcomes to improve teaching and students' learning.
- Making an active contribution to the policies and aspirations of the school.

Additional Requirements:

- Being a Form Tutor assigned to a form group and carrying out related duties in accordance with the generic job description of a Form Tutor.
- Carrying out supervisory duties in accordance with published schedules/rotas.
- Participating in appropriate meetings with colleagues, parents and others in relation to all of the above duties.
- Supporting and participating in the social and extra-curricular/informal curriculum life of the school.

George Abbot School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. The successful applicant will be subjected to an enhanced DBS Check via the Disclosure and Barring Service.