


Job Description Post: Head of Department

Purpose

To challenge educational and social disadvantage by working with the Head teacher and senior leadership team to lead a healthy academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Live the mission and values every day.
- Overall leadership and coordination of the department
- In consultation with line management on senior leadership, Strategic planning, design and production of teaching materials and resources which are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
- Identify and act upon department priorities in collaboration with line management in order to build and lead a cohesive and highly effective team; complete all team appraisal and quality assurance in accordance with academy policy.
- Leading changes in the curriculum delivery, such as the design of curriculum books
- Complete all Cycle review documentation including department data analysis and subsequent intervention planning.
- Lead and support weekly team meetings in particular collaborating with Lead Practitioners to ensure consistency and quality
- Deployment of Lead Practitioners to respond to data analysis
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated curriculum in order to maximise the academic potential of all students.
- Ensure that assessment is both regular and thorough, informs decision making and that full records of assessment and intervention strategies are kept.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.

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- Overseeing exam preparation (knowledge organisers and homework)
 - Manage your own workload and that of others to allow an appropriate work / life balance.
 - Work in effective partnership with other heads of department in the Trust.
 - Manage and maintain an effective quality assurance process.
 - Support students throughout the day by fulfilling pastoral responsibilities.
 - Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
 - Consistently implement all academy policies.
 - Contribute to decision-making and consultation procedures.
 - Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
 - Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.