

Job Description & Person Specification

Job Title:	Head of Department
Responsible to:	Executive Headteacher through the designated member of the leadership team
Terms and Conditions:	Full time permanent position. MPS plus TLR

Core Responsibilities

- Lead and manage all aspects of the department.
- Deliver high standards of teaching and professional practice, ensuring all members of the department continue to improve their pedagogy and other aspects of teaching leading to students making faster progress.
- Be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- Comply with the range of duties and responsibilities of teachers as set out in the current Teachers' Standards document.
- Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- Ensure that lessons are engaging and stimulating considering individual needs of the students across the department.
- Oversee the development and production of high-quality teaching and learning plans and schemes of work.
- Manage, develop and share resources to enhance teaching
- Monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- Keep records of students' progress and achievement and ensure appropriate targets are set across the department.
- Ensure all teachers in the department set relevant homework and mark it providing the students with a meaningful feedback.
- Implement and evaluate the departmental assessment policy to ensure that marking and assessment impact positively on students' achievement and are rated as outstanding in all key stages.
- Develop a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of all students at the school.
- Lead / oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work to school format, teaching, assessment and marking policies which support the school's implementation of all current statutory requirements.
- Respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.
- Liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies. To ensure that there is a departmental presence at the start of every external examination in the subject. To ensure the accuracy of exam entries and data.

Other Responsibilities

- Be accountable for the implementation of school policies and procedures within the department.
- Play an active role as a middle leader in whole school development.

- Ensure that the work of the department promotes a positive ethos and encourages social and moral responsibility through adherence to the school mission statement and aims.
- Manage teaching resources and finances efficiently in order to achieve the aims of the school and the department.
- Draw and implement the Department Development Plan and prepare a departmental SEF.
- Analyse and interpret relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.
- Lead the department by example through modelling excellent professional practice.
- Promote teamwork and motivate staff to ensure effective working relations.
- Oversee arrangement for classes when staff are absent, ensuring proper cover work is provided, and that the cover teacher is aware of work to be done.
- Be a team leader in performance management and the professional development of staff,
- Oversee the induction and monitoring of new staff in the department, and to ensure that NQTs and BTs are appropriately monitored and supported.
- All colleagues within the school have a responsibility for the wellbeing and welfare of children and the post holder should follow the safeguarding policies and procedures as set out by the institution.

Safeguarding

- Respect confidential issues and keep confidence as appropriate
- To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to the senior designated person.

Health and Safety

- Ensure that risk assessments are carried out in line with the school Health and Safety policy.
- Ensure that departmental members are aware of Health and Safety issues including the need to report to the site manager all health and safety problems, accidents, and “near misses”.
- Oversee organisation of departmental field trips/visits.

Continuing Professional Development

- In conjunction with the Leadership Link, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Key Areas of Role	Specification for this Job
Qualifications and Experience	• Graduate with Qualified Teacher Status • Recent relevant professional development • A thorough knowledge of the National Curriculum for the department and all related government initiative • Higher Degree • A thorough knowledge of the National Curriculum for the department and all related government initiative • A commitment to inclusive education and equality of opportunity. • An understanding of raise students rates of progress • Experience in developing high-quality schemes of work in all Key Stages
Skills, knowledge aptitudes	• Ability to think strategically and successfully implement agreed strategies • Ability to analyse and solve complex issues with an eye for detail • Ability to work effectively with staff, students, governors, parents and the community • Ability to liaise and work with middle managers to promote the education of all children • Ability to inspire and lead a class of students • Ability to use Added Value data to promote learning and to set targets appropriate to pupils' abilities and needs • Ability to liaise with outside agencies
Personal qualities	• High levels of drive and energy • High levels of interpersonal skills • Commitment to comprehensive education and high student expectations • Ability to set and achieve realistic goals for students • Ability to support, motivate and inspire others • Sense of humour, good listener, positive outlook • Ability to impose calm • Ability to work as part of a team
Professional understanding	• Special educational needs, code of practice (revised) • Child protection issues • Strategies for school improvement • Strategies for developing effective teaching/learning • Strategies for ensuring good behaviour • Data analysis and target setting • Work-related, vocational and new 14-16 curriculum