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| **Job Description: Head of Department**This is in addition to the roles and responsibilities described in the generic job descriptions for teachers.The generic job description applies to all teachers. The sections in black cover the duties and expectations for all Teachers (Main and Upper Pay Ranges). The sections in red and green cover the additional duties and expectations for Upper Pay Range TeachersThis document should be read alongside the Teacher StandardsThis School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Aims of Post of Responsibility** | * To sustain and improve the quality of education offered to the pupils in the school through promoting the highest possible standards in an environment which is conducive to excellence in learning and teaching
* To develop and present the subject in a manner which inspires wonder and a thirst for understanding
* To promote the ethos of the school environment through participation in the construction and implementation of the school development plan and in relevant curriculum committees
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| **General** | * To cultivate and develop department self-review as so to ensure good progress in standards of teaching and learning
* To oversee the quality of the departments’ writing of reports, provision of subject information to parents, attendance at parents’ meetings and response to parents’ enquiries
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| **Safeguarding, Health and Safety** | * To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with
* To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on School premises and when they are engaged in authorised school activities elsewhere
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| **Communication and Meetings** | * To attend Middle Leaders meetings and other meetings as appropriate
* To conduct Collaborative Planning meetings, ensuring the provision of agendas and minutes
* To ensure the discussion and transmission of departmental issues and policies to all relevant parties
* To be responsible for communicating student progress information in your curriculum area and as appropriate to other staff such as the Leaders of Learning, SENCO, SLT
* To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior leaders and to other appropriate members of middle leadership
* To be aware of the departmental website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator
* To follow the agreed procedure when communicating with parents on pastoral/academic issues and to ensure this takes place across all members of the department
* To play an active part in Open Evenings, Parents Evenings and other whole school events, including liaison events with partner schools and other agencies
* To attend Teaching and Learning forums and actively encourage department members to keep up to date with Teaching and Learning through such medium as the TLC Bulletin
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| **Finance and Administration** | * To be responsible for the financial management of your curriculum area and set the annual budget and monitor expenditure regularly to ensure that money is used to ensure best value principles
* To keep an inventory of equipment, textbooks and all other resources
* To oversee the provision and maintenance of effective resources for learning – textbooks, pupils’ materials, rooms and online resources etc
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| **Curriculum** | * To lead on the creation of a standard, well sequenced curriculum maps for the department and monitor and evaluate the department’s specification and schemes of work
* To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work
* Ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs
* To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group
* To initiate and, where appropriate, organise curricular intervention and educational enhancement activities related to the subject
* To ensure that subject staff are aware of the cultural capital opportunities within the subject and promote these within learning, including the Super Curriculum
* Ensure effective development of pupils’ literacy and numeracy skills through the subject
* Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement
* To use a variety of methods to monitor and evaluate the teaching and learning offered by subject staff and take appropriate action to improve further the quality of teaching and learning, using strategies in line with the Copleston base 6 approach such as the Learning Walk app
* To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, reviewing work and outcomes
* To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises and promote these within learning
* To monitor and evaluate the use of Satchel (home learning platform) across the department to provide appropriate and effective home and independent learning activities
* To monitor and keep up to date with appropriate remote learning opportunities within the subject area
* To provide subject specific IAG and promote within lessons where appropriate
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| **Quality Assurance** | * To implement effective monitoring and tracking of student academic progress for your curriculum area ensuring high standards are established and maintained, providing intervention strategies as appropriate
* To be responsible for assessment within your curriculum area – assessment for learning, common summative assessments, moderation of work to ensure standardisation, and end of year exams
* To use and distribute assessment information to guarantee learning opportunities which enable students within each key stage to make progress
* To be responsible for departmental self-evaluation and improvement planning through the Departmental Dashboard system. To share this with all members of your department
* To be responsible for the quality of the students’ subject reports
* To be responsible for the construction of mark books on Go4Schools. To oversee the input and monitor the progress of data using Go4Schools and quality assure the accuracy of data input
* To align departmental targets to match the KS4 and KS5 targets set for your subject
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| **Leadership and Management** | * To establish constructive working relationships within the department including teamwork and mutual support
* To devolve and delegate tasks as appropriate
* To evaluate practice and develop an acceptance of accountability
* To contribute to the school vision by providing activities that enrich the curriculum and the students’ experience of learning
* To work proactively with the Senior Leadership Team to create an open valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes
* To be responsible for the Performance Management of members of your department
* To take a leading role in promoting a culture of excellence and ensuring students abide by appropriate Codes of Conduct
* To assess development and training needs and discuss with line manager
* To participate in the appointment of staff to the department and in drawing up their specific job descriptions (if required)
* To lead Professional Development of subject staff through example and support and co-ordinate the provision of high quality continued professional development through the CPD package and coaching model
* To adopt a strong caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the school
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| **Professional Standards** | * Refer to Teacher Standards document
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Generic Job Description for Teachers

**Teaching and Learning Responsibilities**

* To deliver the designated programme of teaching as presented in the published scheme of work.
* To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
* To prepare and update subject/ curriculum materials.
* To ensure a high quality learning experience for students which meets internal and external quality standards.
* Within the guidance presented in the school Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students. To take part in Parent/Carer Information Evenings.
* Within the school’s marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
* To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
* To apply the Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
* To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
* To optimise the use of classroom support staff.

**Core Duties,** with regard to:

**Curriculum Provision and Development**

* To work with the Subject Leader in developing the teaching and learning programme to ensure that the programme remains relevant and up to date.
* To develop resources to enhance the teaching and learning programme for students.
* To contribute to the designated curriculum area and the department’s/ school’s development plan.
* To work with department colleagues in revising schemes of work to reflect external requirements, for example, when changes are made to examination specifications.
* To contribute to the further development of the curriculum area under the guidance of the subject leader.
* To contribute to and/or to reflect developments in whole school approaches to teaching and learning.

**Quality Assurance**

* To contribute to the process of monitoring and evaluation within the designated subject area. This will be within the school procedures for quality standards and performance, including the analysis and evaluation of annual examination results.
* In the light of evaluation procedures, each teacher should review their own teaching and learning strategies. As may be required, they should contribute to development work in the designated teaching area and to whole school initiatives focussed on action planning.

**Management of Resources**

* To contribute to the efficient and effective use of resources within the school, for the benefit of all colleagues and students.
* To assist the Subject Leader in identifying resource needs for the designated area.
* To contribute to the process of ordering equipment and materials and to work with colleagues to ensure fair and reasonable allocation of resources.

**Professional growth**

* To remain committed to the notion of professional growth by participating in the internal and external programme of professional development.
* To contribute to the professional growth of colleagues by participating in, and from time to time leading, department/ phase discussions relating to pedagogy.
* To engage actively in Appraisal. To shape challenging and measurable Appraisal Targets, ahead of the annual dialogue, with a view to further developing teaching and learning strategies and optimising student progression.
* In aspiring to career development, to understand the criteria for the Post Threshold Status and Upper Pay Range progression.

**Communication with Parents/Carers and other Outside Agencies**

* To follow the agreed school procedure when communicating with parents on pastoral and / or academic issues.
* To play an active part in Open evenings, Parents’/Carers’ Evenings, liaison events with partner schools and other agencies.

**Pastoral Support for Learning**

* To be a Form tutor/ Class teacher to an assigned group of students
* To promote the personal and academic progress of individual students and of the Form/ Class as a whole.
* To liaise with the Head of Year/Pastoral Team/ Phase Leader and other support agencies on a needs basis to facilitate progress.
* To register students, accompany them to assemblies and encourage them to make the most of the opportunities that the school offers.
* To evaluate and monitor the academic progress of students.
* To communicate, as appropriate, with parents.
* To use the monitoring system as stated in the School Behaviour Policy to ensure that each student is reaching their potential.
* To contribute to the PSHE and Citizenship programme.
* To liaise with safeguarding officers in accordance with school policy if and when appropriate.
* To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students’ progress.

**UPPER PAY RANGES (UPR)**

**A teacher who is applying to go through the threshold or who has achieved post-threshold status is expected to continue to carry out the duties of a main pay range teacher (above) and in addition, must develop and maintain the following:**

**UPR 1+2**

* Continue to meet all the teacher standards
* **Highly Competent** and secure knowledge of the relevant subject(s) taught and curriculum areas and how learning can be developed to ensure progress across the key stages. Detailed knowledge of external qualifications in subject area(s)
* Contribution to the school is continually **substantia**l and **sustained** in all of the following areas:

Knowledge and understanding;

Teaching & Assessment;

 Planning lessons;

Classroom management & Monitoring progress;

 Pupil progress;

 Wider professional effectiveness – Personal development & School Development and Professional Characteristics as identified in the Teacher Standards

* Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as or better than similar learners nationally.
* Continue to grow professionally by developing their teaching expertise post threshold working collaboratively as part of teams to promote consistency and effectiveness
* Inspire trust and confidence in pupils and colleagues.
* Contribute to the Professional Development of colleagues through coaching and mentoring demonstrating effective practice and providing evidence and feedback.
* Engage and motivate children (and staff, when relevant).
* Demonstrate analytical thinking.
* Improve the progress of pupils’ learning throughout the school/ their own class.
* Actively lead/participate in raising standards throughout the school.
* Actively promote all all elements of the school’s vision statement.
* Personalise learning to provide opportunities for all learners to achieve their potential
* Developing awareness of well-being when considering the whole child.

 **UPR3**

Continue to meet the Teacher Standards and requirements of UPR 1+2, by playing a critical role in the school and in addition:

* Provide a role model for professionalism, teaching and learning and mentor junior colleagues when needed
* Make a distinctive contribution to the raising of pupil standards and support the work of the department/school with students that are underachieving
* Contribute effectively to the work of the wider departmental/ school team (e.g. through producing schemes of work, lesson plans, assessment booklets and on-line materials)
* Provide CPD opportunities at a departmental and whole school level
* Use outcomes of CPD to effectively improve pupils’ learning and ensure these are disseminated at a departmental/ phase/ school level as appropriate

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 are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

In addition to the above, the post holder is expected to

* undertake any other duty as specified by the School Teacher Pay and Conditions Document (STPCD) not mentioned in the above
* participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
* comply with the school’s Health and Safety Policy
* support the school in meeting its legal requirements for worship
* actively promote the school’s corporate policies
* be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with your salary and job title.

 

Signature …………………………………………………………………. Date 4th May 2021

 (Principal)

Signature …………………………………………………………………. Date ………………………….

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