

Job Description

Post: Head of Department

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- In consultation with the senior leadership team, plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the academy's improvement planning and big moves.
- 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.
- Provide highly-tailored weekly coaching to team members.
- Complete all cycle review documentation including department data analysis and subsequent intervention planning.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Lead weekly team meetings.
- 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 in order to maximise the academic potential of all students.
- Support the management of behaviour within the team: overseeing and completing all duties effectively.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept.
- Provide feedback that moves learning forward.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Ensure that homework is set, where appropriate, and monitored.
- Complete all exam entry requirements and ensure the department budget is managed skilfully.
- Manage own workload and that of others to support work-life harmony.
- Work in effective partnership with other heads of department in our trust.
- Manage and maintain an effective quality assurance process.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on our trust and academy calendars.
- Consistently implement all trust 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 principal.

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