



# Quarrydale Academy

## Job Description

### 1. Title of Post

Head of Department  
Second in Department with TLR responsibilities

### 2. Name of Employee

### 3. Salary

In accordance with School Teachers Pay and Conditions Document

### 4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy Line Management Structure

### 5. Main Purpose of the Job

Responsible for:

- strategic development
- curriculum
- teaching and learning
- assessment.

The role is to lead / support the lead, in managing the Department, to ensure that excellent standards are maintained and that the department continues to excel and progress.

### 6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### **Key duties and responsibilities – Subject Leadership:**

1. Overview of quality assurance procedures
2. Pupil outcomes – data analysis
3. Results analysis
4. Development plan, ongoing throughout the year
5. Performance Management
6. Departmental Policies
7. Strategic development
8. Budget and resources
9. CPD in discussion with other TLR holders
10. Management and deployment of Departmental Support Staff

11. Lesson observations
12. Management and deployment of Departmental Teaching Staff
13. Timetabling
14. Setting of groups
15. Annual student reports
16. Statement of Works

**Key duties and responsibilities – Teaching and Learning:**

17. Statement of Works – creation, collation, monitoring and evaluation
18. Lesson planning and monitoring
19. Marking and feedback
20. Lesson Observations
21. Quality Assurance (of teaching and learning through lesson observations, learning walks and work scrutiny)
22. Pupil voice
23. Utilisation of departmental resources and sharing best practice
24. CPD with HoD

**Key duties and responsibilities – Assessment:**

25. Mock Exams
26. KS3 tests
27. Coursework Elements
28. Assessment plans
29. Data Collection
30. Life Without Levels
31. CPD with HoD
32. Development plan sections
33. Staff Support assessment
34. Performance Management
35. Student Teachers
36. QA documentation
37. Interventions
38. Analysis of data with HoD

**All staff:**

39. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
40. Contribute towards the priorities identified in Academy Improvement Plan.
41. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
42. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
43. Seek win-win solutions.
44. Be a positive voice for the Academy in the community.

**Health and Safety:**

45. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
46. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
47. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

- 48. Actively engage and seek opportunities to improve own professional learning.
- 49. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

**7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 September 2017. The contents have been agreed in consultation with the post-holder/s and the Academy.