

Job Description

Post: Trust Head of Department

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live our mission, values and drivers every day.
- Collaborate with heads of department and senior leaders across academies to share best practice, co-develop resources, and drive consistency and quality in teaching and learning for Year 10 and Year 11.
- Lead trust-wide subject-specific interventions and strategies to raise attainment, using data to identify trends and measure impact.
- Pilot, engage with and champion the use of educational technology to enhance teaching and learning across our trust, including remote and blended delivery models.
- Design and deliver professional development for subject teams across our trust, focusing on evidence-based pedagogy and innovative use of technology.
- Provide highly tailored weekly coaching to team members.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Contribute to trust-wide curriculum planning, assessment design, and quality assurance to ensure excellence and alignment where necessary across academies.
- Report on departmental progress and impact to trust leaders, using data and case studies to inform strategic planning and improvement.
- 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.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students 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 to create a positive learning environment which makes effective use of available resources.
- Complete all exam entry requirements and ensure the department budget is managed skilfully.
- 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 our trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust calendar.
- Consistently implement all trust policies and 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 / trust leader.

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