



THE DOWNS SCHOOL
& SIXTH FORM

Head of Department

The Downs School, West Berkshire

Days: 195 days per year (Full-Time)

Responsible to: Head of Faculty

In addition to the responsibilities outlined in the standard Teacher Job Description

Job Purpose:

- To provide strategic leadership and management of the department, ensuring high standards of teaching, learning, and achievement for all pupils.
- The Head of Department will promote a positive culture, support the professional development of staff, and contribute to the wider life of the school.

Main Duties and Responsibilities:

Strategic Direction and Development of the Subject

- to develop and implement policies and practices for the subject which reflect those of the school
- to ensure subject plans and policies are well targeted and implemented and contribute to those identified in the School Improvement Plan
- to monitor the progress made in achieving subject plans and targets and take such action as required to keep targets on course
- to analyse and interpret relevant national, local and school based data and use it to inform policies, practices, expectations, targets and teaching methods
- to use data effectively to identify students who are underachieving in the subject and where necessary create and implement effective plans of action to support those students
- to keep up to date with national developments in the subject and those areas which impact on the subject
- to undertake effective self-evaluation of the department

Learning and Teaching

- to ensure curriculum coverage, continuity and progression in the subject for all students
- to monitor and evaluate teaching standards within the subject, recognise effective practice, address areas for improvement, and take appropriate action to ensure consistently good or better teaching)
- to evaluate and improve the quality of teaching and learning in the subject and keep appropriate records
- to ensure that regular lesson observations and feedback occur within the department
- to provide for all those involved in teaching or supporting the subject, information, guidance, challenge and the development necessary to sustain, motivate and secure improvement in learning and teaching
- to be accountable for student attainment and its ongoing monitoring and ensuring that good progress is promoted.
- to prepare reports, as required, to inform the Head and the Senior Leadership Team of the progress of the department and its students

- to ensure effective development of student subject-based literacy, numeracy and IT skills
- to establish a partnership with parents, to involve them in supporting their child's learning as well as providing information about the curriculum, attainment, progress and targets
- to monitor the behaviour of students in the subject and take a lead in securing positive student behaviour
- to work with the SEN Team to ensure that SEN students are effectively supported and challenged and make good progress
- to identify and ensure provision for able, gifted and talented students in the subject
- to develop links with the local community including the world of work, to extend the subject curriculum, enhance learning and teaching and develop a students wider understanding

Leading and Managing Staff

- to establish clear expectation and constructive working relationships amongst subject staff
- to guide and support staff in achieving constructive working relationships with students
- to devolve responsibilities and delegate tasks as appropriate and be accountable for securing successful outcomes
- to take a full and active role in the performance management cycle and use this to support the development of personal and professional effectiveness; ensuring that teachers have regular constructive feedback and are fully aware of the impact of their performance
- to audit the subject training needs of staff and secure the link with the School Improvement Plan
- to ensure that the Head, Leadership Team, Head of faculty and Governors are well informed about subject policies, plans, priorities, the success in meeting objectives, targets and attainment across the subject
- to take a lead role in the subject in contributing to school liaison and marketing activities and the effective promotion of the subject at Open Days and Evenings
- to work with external agencies including awarding bodies
- to be accountable for the provision of accurate examination entry information to the Examinations Officer and to monitor any changes

Deployment of Resources

- to ensure that there is a safe working and learning environment in which risk is properly assessed
- to manage the available subject resources of space, staff, finance and equipment effectively, efficiently and to optimise use
- to work with the Deputy Head (Curriculum and Staffing) to ensure the departments commitments are effectively timetabled and roomed
- to ensure the appropriate use of ICT and to build on ICT developments in the subject
- to maintain the provision of existing resources and explore opportunities to develop or incorporate new resources into the work of the department

Person Specification:

Qualifications and training

- Qualified Teacher Status (QTS)
- Evidence of continuous professional development relevant to this role

Experience

- Successful teaching experience in a secondary school setting
- Experience of leading a team or managing a curriculum area
- Proven track record of raising attainment and achieving positive outcomes for pupils

Skills and knowledge

- Excellent knowledge of curriculum requirements and exam specifications for the department
- Outstanding classroom practice and the ability to model effective teaching and learning
- Strong analytical skills to interpret data and inform decision-making
- Excellent communication, interpersonal, and organisational skills
- Ability to inspire, motivate, and support colleagues and pupils
- Knowledge of safeguarding and child protection procedures
- IT literacy, including use of school management information systems

Personal Qualities

- High expectations for all pupils and staff
- Commitment to upholding and promoting the ethos and values of the school
- Resilience, adaptability, and the ability to work under pressure
- Integrity, honesty, and a commitment to equality and inclusion
- Passion for continuous improvement and professional growth