

 **JOB DESCRIPTION**

| **Section** | **Secondary** |
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| **Job Title** | **Head of Subject/Department**  |
| **Reports to** | Head of Secondary |
| **Liaises with** | Subject Teachers, other Head of Subjects / Department; Director of Learning (Secondary); Examinations Officer; Head of Primary. |
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| **Introduction****Job Purpose** | The Head of Subject/Department leads the development and implementation of the KS3, IGCSE and GCE curricular programmes for their subject area, including supporting a continually improving quality of teaching and learning and conducting the routine organisation and administration for those subjects. To work within overall school policies and the requirements and standards of the National Curriculum for England and external bodies, including Examination Boards and universities around the world.  ***Subject Leads will also have subject specific accountabilities linked to their specialism.***Heads of function are expected to show leadership as a personal quality and to participate fully in the life of the school as a whole. To lead and organise a subject within the Secondary section so that its curriculum, teaching and learning, resources and administration meet the needs of students, within the framework of the National Curriculum for England, the requirements of external bodies (i.e. Examination Boards, universities and inspection agencies) and school policies.To provide support and guidance to subject teachers in developing and delivering the content, scope and sequence of a subject area, including schemes of work and resources, and promoting and supporting successful teaching and learning practices, techniques and strategies in order for the students to make the best possible progress.Heads of Department must be role models in setting high standards for other teachers and for students, promoting the school’s Vision and Mission and implementing school policies, rules, rewards and sanctions.  |
| **Other Expectations** | Contact load allowance of 4 lessons per week. |
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| **Principal Accountabilities**: |
| 1. **To manage the development, implementation, evaluation and review of the curriculum and schemes of work, ensuring that all curriculum documentation is kept up-to-date, in order to meet the requirements of the National Curriculum for England, examination boards and the needs of students.**
	* Maintain up-to-date knowledge of National Curriculum and Examination Board syllabi and requirements, and of instructional trends and research.
	* Devise a planned programme for evaluating the curriculum and schemes of work, particularly with regard to evaluating students’ learning experiences, progress data and external examination results.
	* Plan, implement and review necessary changes in consultation with subject staff, Director of Learning and the Head of Secondary.
	* With the Primary Subject leads, where relevant, maintain a Subject Policy according to assigned guidelines, and update annually.
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| * + Liaise with other Subject leads and colleagues in Primary to relate the subject curriculum to the whole curriculum
	+ Make full use of resources and facilities available to the school as a whole.
	+ Recommend and organise enrichment activities, visits, trips and clubs which will enhance teaching and learning.
1. **To manage and be accountable for the subject area’s resources for teaching and learning, taking an active role in ensuring that they are appropriate to the curriculum, in order to facilitate its effective delivery.**
* Audit the subject area’s resources and maintain up-to-date inventory.
* Assess potential new resources, prepare annual orders for books and resources within budget guidelines, and order interim materials within budget as required.
* Ensure that resources are organised and stored with attention to accessibility, security and safety.
* Receive and distribute resources for teachers and students.
* Liaise with Library/ICT/other facilities as appropriate and oversee departmental copying/printing.
1. **To promote quality teaching and learning, to actively seek improvements and to resolve problems, so that teachers and students are supported in reaching their potential.**
* Monitor the quality of teaching and learning within the subject, including by:
* setting high expectations, and supporting staff and students in achieving them;
* ensuring consistency and appropriate pace in the delivery of the planned curriculum;
* influencing methodology and teaching styles and testing new techniques/materials;
* reviewing the progress of groups and individual students, and seeking solutions to any problems;
* organising pupil grouping and differentiated tasks within groups to promote learning;
* arranging for department CPD or individual staff training/development/mentoring as appropriate (this may include NQT mentoring);
* encouraging the sharing of best practice within the subject area, the Secondary section and with Primary colleagues.
* Monitor interventions and student progress, and liaise with Director of Learning (Secondary) and Head of Secondary to inform and resolve student difficulties, keeping parents informed through appropriate channels.
1. **To set goals and priorities for the subject and agree them with the Head of Secondary, ensuring (where applicable) that tasks are delegated appropriately within the constraints of job responsibilities, individual capabilities and time available, so that goals are achieved within agreed timescales.**
* Identify strengths and weaknesses within the subject area.
* Set development goals and priorities in an annual action plan, agreed with Head of Secondary.
* Allocate tasks to achieve these goals and monitor progress towards interim and final deadlines.
* Influence methodology and teaching styles and test new techniques/materials.
* Make a personal contribution to developing the subject in line with priorities.
* Keep the Head of Secondary informed of progress and issues which are impeding progress.
1. **To develop and maintain subject policies and practices for assessment (both formative and summative), moderation, recording and reporting, in compliance with school policy, the National Curriculum for England, and Examining Board regulations.**
* Develop, document and maintain subject policies and procedures for assessment and data recording, tracking and reporting within school, National Curriculum and Examination Board guidelines.
* Implement marking, homework and student support policies.
* Make arrangements for collecting evidence, levelling and moderating work for KS3 assessments.
* Make arrangements for moderating coursework at KS4/5 in line with Examination Board regulations, in conjunction with the Head of Secondary, Examinations Officer and Head of Sixth Form as applicable.
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| * Ensure that marking and record-keeping are accurate, up-to-date and accessible to interested parties.
* Ensure that students understand the criteria for achievement and the procedures for identifying/ rewarding achievement at all levels of ability.
* Make subject arrangements for Parents’ Evenings and other meetings with parents.
* Write or supervise the writing of examinations and mark schemes and the marking of exam papers, to deadlines set by the school.
* Liaise with Form Tutors, Head of Secondary, Head of Sixth Form and/or SEN Co-ordinator as appropriate regarding students causing concern.
1. **To ensure that efficient administration, record-keeping and communication processes are in place, are followed, and are kept under regular review in order to provide accurate and useful information.**
* Ensure that subject colleagues are fully aware of required administration procedures and deadlines.
* Ensure that planning and record-keeping meets the needs of the subject, the school and Orbital Education and is up-to-date.
* Maintain regular and effective two-way communication with:
* the subject teachers through weekly meetings;
* the Head of Secondary and Director of Learning (Secondary);
* other Subject leads, through Secondary meetings;
* all individuals, by being available for less formal discussions.
1. **To liaise with the Examinations Officer and (if necessary) the Head of Secondary, regarding IGCSE/AS/A-Level examination entries, including internally assessed elements, in order that all appropriate arrangements are made.**
* Ensure that students are entered for the relevant external and internal examination components, within the required deadlines.
* Ensure that students are fully prepared for their external exams, including modular unit assessments, and that deadlines for internally assessed activities are met.
* Make arrangements for internally assessed activities to be completed under controlled conditions, wherever appropriate.
* Inform the Examinations officer of any suspected irregularities in the production of coursework, so that she can take action.
* Ensure that estimated grades are submitted on time.
* Participate, wherever required, in the invigilation of examinations.
* Monitor the performance of students against predicted grades and against their performance in other subjects.
1. **To ensure effective liaison between Key Stages, in order to promote curriculum continuity and smooth transitions for students.**
* Promote understanding of the Primary/KS3 curriculum and resolve issues of curriculum continuity in liaison with the Head of Secondary and, when required, with the Head of Primary and Primary teachers.
* Promote curriculum continuity between Key Stages within Secondary, and adjust the programmes of study as necessary, in consultation with the Head of Secondary, Head of Sixth Form and Examinations Officer.
* Refer proposals for major changes to the Head of Secondary for agreement before implementation.
* Collect and disseminate information on new Yr.7 students to relevant colleagues.
* Make arrangements for annual baseline testing to inform teaching and learning.

***Note: Subject Leads will also have subject specific accountabilities linked to their specialism.*** *Where a subject operates across both Secondary and Primary sections of the school (e.g. P.E.), the Subject lead is accountable for the curriculum, subject administration, etc. across both sections, and liaises equally with Primary and Secondary leadership, Teachers and Teaching Assistants.*  |