



JOB DESCRIPTION

Job Title: Head of Department (English)

Location: Bohunt School

Responsible to: Head of Faculty Communications

Liaises with: Headteacher, Head of School, Head of Faculty, other Heads of Department, and relevant staff with cross-school responsibilities, relevant non-teaching Support Staff, parents.

Job Purpose

- To actively support and subscribe to the school's aims and objectives.
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department.

Operational/Strategic Planning

- To lead implementation of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control, and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement school policies and procedures.
- To work with colleagues to formulate aims, objectives and department development plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- Develop the application of IT in the department.
- Develop independent learning and thinking skills in the department.

Curriculum Provision

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and evaluation process.
- To meet the statutory requirements.

Curriculum Development

- To lead curriculum development for the whole department.
- To keep up-to-date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the HOF to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for ensuring functional skills, literacy, numeracy and Key Skills are reflected and promoted within the specialist curriculum area.

Staff Development

- To work with the HOF to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the departments technical/support staff as appropriate.

Recruitment/Deployment of Staff

- To be responsible for the efficient and effective deployment of the department's technical/support staff as appropriate.
- To undertake performance management reviews and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangement for classes when staff are absent, ensuring appropriate cover and work is provided for cover/supply staff within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction for new staff in line with the school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school ITT, SD and NQT programmes.
- To be responsible for the day-to day management of staff within the department and to act as a positive role model.
- To share good practice with other departments in order to promote high standards throughout the school.

Quality Assurance

- To ensure effective operation of quality control systems.
- To establish high common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the school procedures for lesson observation and self-evaluation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the department in line with agreed school procedures including evaluation against key performance indicators
- To seek/implement modification and improvement where required.

- To ensure the department's quality procedures meet the requirements of self-evaluation and the School Improvement Plan.

Management Information

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Communication

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation with students and their parents.
- To liaise with partner schools, higher education, industry, examination boards, award bodies and other relevant external bodies.
- To represent department views and interests.

Marketing and liaison

- To contribute to the School marketing activities, e.g. the collection of material for press releases.
- To contribute to the development of effective links with the community, attendance where necessary at events and the effective promotion of the department at Open Days/Evenings and other events in the wider community.
- To actively promote the development of effective links with external agencies.

Management of resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.
- To work with the HOF in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.
- To ensure that there are high quality learning environments within the Department area.

Pastoral System

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a tutor and to carry out the duties associated with that role as outlined in the generic teacher job description.
- To implement the Behaviour Management policy in the department so that effective learning can take place. Assist members of the department with behaviour management as necessary.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties

- To play a full part in the life of the school community, to support our distinctive mission and ethos, and to encourage and ensure staff and students follow this example.
- To lead department meetings.
- To attend calendared meetings where appropriate.

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Feb 2018