

Teaching and Learning Responsibility

Head of Department

Job title:	Head of Drama
Whole College area of accountability:	Teaching and learning responsibility for Head of Drama.
Grade:	Standard national scale in line with the current <i>College Teachers' Pay and Conditions</i> document plus the appropriate TLR payment
Reporting to:	Assistant Principal
Supervisory responsibility:	Responsible for a particular subject or group of subjects

Main purpose of the job:

- Responsible for a subject or group of subjects. Securing student achievement through development of an innovative curriculum and high quality learning and teaching.
 - Develop and implement policies and practices for the subject that reflect the College's commitment to high achievement and effective learning and teaching.
 - Have an impact on educational progress beyond your assigned students
 - Line manage and appraise a significant number of people, either support or teaching staff (TLR 1 post holders)
 - Line manage and appraise identified staff (HoD TLR2 post holders)
 - Support the Leadership team in realizing the goals and aims of the school.
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Duties and responsibilities

In addition to carrying out the duties of a class teacher or post threshold teacher as outlined in the current *College Teachers' Pay and Conditions Document*, and adhering to the Teacher Professional Standards the post holder receives a TLR (Insert TLR level)

Leadership and management

- Support and implement the vision and ethos of the Department and College
- Contribute to, implement and evaluate the success of College Development Plan relevant to your department and the whole College, where appropriate.
- Responsible for the line management of all staff within the team, including other TLR holders, support staff and supply staff where appropriate.
- Ensure that the work of the team is inclusive and curriculum issues are addressed Ensure policies are translated into practice by the team, developing, revising and amending where necessary.
- Lead on the improvement planning process and self-evaluation process for your Department area including, monitoring of College standards and bringing about improvement
- Provide strategic leadership for the development, monitoring and evaluation of the Department's curriculum.

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- Be a proactive and effective member of the College leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management.
- Ensure the effective operation of quality control systems.
- Establish clear expectations and constructive working relationships amongst departmental staff through team working, mutual support and the delegation of tasks and responsibilities where appropriate.
- To ensure the H & S policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary.

Teaching and learning responsibility

- Lead all aspects of Teaching, Learning and curriculum initiatives within your Department, ensuring the needs of all students are met.
- Overall responsibility and accountability for your Department area ensuring curriculum development, continuity, consistency, balance, match and progression
- To oversee the development of Schemes of Work ensuring the needs of all students are met.
- Lead regular meetings relevant to your Department with colleagues
- Monitor and evaluate standards of learning and teaching using a variety of approaches.
- Develop, demonstrate and/or promote teaching and learning activities appropriate to each age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards of pupil behaviour and engagement within the Department
- Oversee, evaluate and report on intervention strategies to address identified areas of development.
- Support teachers in planning appropriate strategies to achieve student progress target levels and objectives.
- Ensure that agreed student progress target levels within the school/subject are achieved or exceeded.
- Encourage student motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations.
- Oversee/Monitor the objectives and targets for group specific students eg PP and promote the importance of raising their achievement.

Manage resources

- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole College approach
- Provide consistent professional support, act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis.

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- Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning.
- Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the school/subject, and communicate this to pupils.
- Observe colleagues teaching (through performance management arrangements and/or subject monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
- Identify and promote innovative and effective teaching strategies in the subject to meet the needs of all pupils.
- Working with the SLT ensure appropriate action is taken when performance is unsatisfactory.
- Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to student learning.
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Other

- Assist in the smooth running of the College at all times, including being responsible with the other TLR holders for the College in the absence of the Principal deputy and assistant Principal.
- To undertake other duties as may reasonably be required in consultation with your line manager.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of College organisation and may change either as your contract changes or as the organisation of the College is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually as part of your performance review.