

Post:	English: Head of Department
Liaising with:	Assistant Headteacher: Pastoral Support and Achievement Assistant Headteacher: Provision, Curriculum & Assessment Attainment Mangers, Heads of Year, Central services

Purpose of Post:

- The primary purpose of the Head of Department is to ensure that the standard of teaching and learning in all subject areas within their department is of the highest quality for all students so that they are able to achieve to the best of their ability.

Duties and Responsibilities.

Staff Management

- To be responsible for the management, organisation and co-ordination of the teaching of the subject and to ensure that high standards are maintained by all teachers who may be delivering the subject.
- To ensure that the Department is up-to-date with current developments in the teaching of the subject.
- To be responsible for the induction of new teachers and students in the Department.
- To ensure that suitable work is provided for staff covering lessons in the absence of teachers in the Department.
- To be actively involved in the programme of Performance Management for teachers in the Department.
- To observe and assess the quality of classroom teaching of each teacher and to report on this to your Leadership Line Manager.
- To arrange for any teachers in the Department to observe the classroom teaching of the HOD and/or another HOD as appropriate for at least one full period in each academic year.
- To assist members of the Department in their professional development and to give advice, encouragement and support including INSET/CPD as appropriate.
- To organise regular meetings for any staff in the Department (according to the published timetable of meetings) and to provide your Leadership Line Manager and Headmaster with a copy of the Minutes.
- To ensure that the Department meets all required deadlines, in particular with regard to reports to parents, departmental reports and pupil progress reports.
- To advise your Leadership Line Manager on staffing matters in the Department.

Curriculum and Organisation

- To ensure that the Department is meeting all statutory requirements with regard to the teaching of the subject and to develop departmental policies and procedures on assessment and record keeping which complement whole school policy.
- To develop, in consultation with any others in the Department, appropriate Schemes of Work and to keep these under regular review.
- To ensure that all teachers in the Department set homework according to school policy.
- To liaise closely with the Leadership Line Manager and with other HOD's to promote and develop wherever possible, opportunities for departmental cross curricular links and co-operation.
- To keep an up-to-date handbook for the Department.
- To produce a development plan for the Department as part of the whole school development plan and to monitor and evaluate this termly.

Management of Pupils

- To develop subject policies and procedures which complement whole school policy on pupil discipline and behaviour
- To ensure that the Department keeps accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
- To identify pupils with particular learning requirements in the Department and to ensure that the Department liaises with the SENCo and Form Tutors as appropriate.
- To ensure that pupils are properly prepared for examinations both internal and external and to liaise with your Leadership Line Manager and the Examinations Manager regarding the arrangements for all such examinations.

Work with the Headteacher to manage the organization

- To create an organisational structure which reflects the School's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence based improvement plans and policies for the development of the School and its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- To manage the School's financial and human resources effectively and efficiently to achieve the School's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the School.
- To implement successful performance management processes with all staff.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the School.
- To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc.

Work with the Headteacher to secure accountability

- To fulfil commitments arising from contractual accountability to the governing body.
- To develop a School ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to School achievements and to take account of feedback from others.

Work with the Headteacher to strengthen cohesion between members of the school community

- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for students are linked into and integrated with the wider community and to ensure that students have opportunities to take on leadership roles within the School and the wider community.
- To ensure a range of community based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- To create and maintain an effective partnership with parents and carers to support and improve student achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School and its values to the wider community.
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and colleges and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect children.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Headteacher.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Person Specification: Design and Technology Head of Department

Attributes & Qualities	Essential	Desirable
Qualifications		
Qualified Teacher Status	✓	
Degree or equivalent in Subject	✓	
Teaching and Experience		
Experience of teaching and passion for your subject	✓	
Are an outstanding teacher who models high quality teaching and learning	✓	
Able to inspire, challenge and motivate both students and teachers	✓	
Have an achievement focus and believe in students fulfilling and exceeding potential	✓	
Set and achieve ambitious, challenging goals and targets	✓	
Knowledge of relevant current and forthcoming educational issues	✓	
Relationships		
Enjoy working with young people	✓	
Excellent inter-personal and communication skills enabling you to support student needs	✓	
A team player who can work with others within and beyond the school including parents and external providers	✓	
Have positive and mutually supportive working relationships with all colleagues	✓	
A sense of humour and an ability to retain a sense of proportion when working with young people	✓	
Skills		
Strong interpersonal skills both written and oral	✓	
Self motivated and resilient	✓	
Able to work under pressure and meet deadlines	✓	
Able to present effectively to large groups of students and parents	✓	
Think creatively to anticipate and solve problems	✓	
Use ICT and appropriate new technologies to achieve excellence	✓	
Attitudes		
Belief in the responsibility of school to include students with a diverse range of educational needs	✓	
Committed to continuing personal professional development	✓	

Recognise and take account of the richness and diversity of the school's communities and actively promote equal opportunities	✓	
Contribute to the life of the school and range of opportunities for our students	✓	
Can represent the school in a style commensurate with its ethos and expectations	✓	
Ambitious and seeking an opportunity for further leadership development	✓	
Good attendance record	✓	