**Standard Responsibilities**

**Heads of Department**

Heads and Leads of Academic Departments will be responsible to the Principal for the following:

* The highest possible attainment by all students in each year group.
* Ensuring that all students are thoroughly prepared to achieve the highest possible success in public examinations.
* Departmental examination entries for all public examinations, as relevant.
* The formulation of detailed Schemes of Work including assessment and homework procedures. Assessment procedures must be in place and records kept on a termly basis in order to inform the Principal and to assist setting reviews.
* The accurate setting and assessment of annual internal examinations and Sixth Form tests which properly inform both the Academy benchmarking and targeting systems and the Academy’s value-added data.
* The analysis of performance data with all classes so as to inform the targeting of areas for both sharing good practice and seeking further improvement.
* A Departmental Policy Statement consistent with the declared aims and objectives of Bede Academy.
* An annual Subject Development Plan consistent with, and complementary to, the Academy Development Plan.
* Keeping the Principal informed, through their Line Manager, of progress and development within the Department. The Head of Department will need to keep abreast of recent research and developments, both in the subject area and in education generally.
* The implementation of the National Curriculum and Assessment as outlined by the Qualifications and Curriculum Development Agency (QCDA) or a suitable alternative approved by the Principal.
* The efficient administration and organisation of all matters relating to the Department including the management of stock.
* Systematic reporting to parents of progress made by students in each year group.
* Keeping under review all courses in the Department.
* Holding minuted departmental meetings at least fortnightly.
* The efficient management and allocation of any annual departmental budget.
* The maintenance of high standards of behaviour by students.
* The implementation of the Academy Health and Safety Policy within the Department.
* The induction of Newly Qualified Teachers, the appraisal and staff development of teachers within the Department and the direction of students in Initial Teacher Training where appropriate.
* The full application of Information and Communications Technology within the subject and its assessment. Liaison with ICT co-ordinator to best achieve, monitor and report such achievement.
* Liaison with Library staff to maintain relevant resources and information.
* The delivery and development of the subject within the ethos and values of an Academy with a Christian foundation and the relevant specialisms.
* The close working of the Department with the Individualised Learning Team and Individualised Learning Co-ordinator to ensure the highest possible attainment by students of all abilities.
* A system whereby students’ work is displayed, and regularly changed, within the work rooms and environs of the Department.
* Departmental effectiveness in implementing Academy-wide policies on information skills in all Key Stages (revision and examination technique, research and note-taking, report writing and electronic information) and library entitlement.
* Any other duties as reasonably required by the Principal, including an appropriate amount of classroom teaching.

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**

**Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for students.**