



## Kettering Science Academy

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### JOB DESCRIPTION

<b>Post Title</b>	Head of Department
<b>Responsible To</b>	Vice Principal
<b>Purpose of the Job</b>	
<b>Objectives</b>	
<ul style="list-style-type: none"><li>The Head of Department will lead and manage the academic progression of students in their department, having responsibility and being accountable for teaching and examination results.</li><li>Support, lead and manage the teachers within their department.</li><li>Develop and lead delivery of an innovative curriculum across all key stages</li></ul>	
<b>Leadership Role</b>	
<ul style="list-style-type: none"><li>To effectively manage and run his/her department.</li><li>To engage in strategic department planning and to actively involve colleagues in this, ensuring this supports the wider development priorities of the Academy.</li><li>To be responsible for writing and reviewing schemes of work in line with curriculum/specification requirements.</li><li>To set a schedule for assessment of students across the year, ensuring students are in appropriate ability sets and have suitable targets set.</li><li>To ensure the effective use of data to ensure meaningful planning and strong student progress across all key stages.</li><li>To lead and manage the teaching staff within the department including taking responsibility for staff performance through the appraisal system, their training and personal welfare.</li><li>To ensure all staff receive a departmental induction and are aware of all relevant policies and procedures.</li><li>To ensure all staff follow the academy reporting procedure, completing reports for their students at the end each progress check, in line with the quality assurance cycle.</li><li>To lead others by example setting a professional example at all times.</li><li>To model good teaching and practice for other staff.</li><li>To engage in department reviews, through observations, learning walks, data analysis and book trawls, evaluating the effectiveness of others' work and identifying and putting into place necessary strategies for improvement.</li><li>To hold regular department meetings keeping records to encourage collaborative working and the sharing of good practice.</li><li>To lead on intervention strategies within the department.</li><li>To maintain a departmental commitment to ambitious outcomes for all students.</li></ul>	
<b>Learning and Teaching Role</b>	
<ul style="list-style-type: none"><li>The Head of Department will ensure the quality of teaching and learning delivered within the department is appropriate and of a high quality.</li><li>The Head of Department will ensure all teachers have the drive and ambition to become excellent practitioners in their subject.</li></ul>	
<b>Assessment and Reporting</b>	

- The assessment of the Head of Department's work will be through the performance development (management) system.
- The Head of Department will report to the Vice Principal attached as line manager to the department and he/she will be responsible for monitoring performance and reviewing progress of staff and students.

#### **Liaison Role**

- The Head of Department will liaise with other teachers, HOD, VPs and outside agencies when required.

#### **Student Care Role**

- Student care is crucial to this role and the Head of Department will ensure that all teachers within the department provide outcomes for all to the highest standards.
- Promoting the inclusion and acceptance of all students.

#### **Management and Administration**

- The Head of Department will lead all members of the department and manage the administration necessary to ensure that outcomes are of the highest standards.

#### **Training and Development**

- Training will be given to ensure the Head of Department can carry out all their duties and they will in turn ensure that all teachers within their department can carry out their tasks.

#### **Other Duties**

- Undertake any other duties as deemed appropriate by the Principal.

### **Academy Responsibility**

In addition to the specific responsibilities of this post, every member of staff at Kettering Science Academy will commit to:

- Providing a courteous and efficient service to students at all times.
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.
- Working to maintain the Academy at the forefront of educational practice.
- Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.

### **Performance Management**

All staff will participate in Kettering Science Academy's Performance Management review scheme as outlined in the Academy's pay and CPD policies.

### **Role Review**

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder, subject to the Principal's approval.