

Wren Academy

Head of Department

Job Description

Heads of Department are key leaders within the Academy and their role carries significant leadership and management responsibilities. It is essential that they give active support to the vision and ethos of Wren Academy. Their areas of responsibility include teaching and learning, vision for the department, strategic planning, monitoring and evaluation, behaviour for learning, resources, the learning environment, Performance Management, addressing underachievement, quality of reports and contribution to whole school assemblies.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status.

Job Purpose:

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.

Key Tasks

To create a curriculum that inspires students to become effective lifelong learners by:

1. Ensuring high standards of teaching and learning for all students throughout the department.
2. Developing a curriculum vision and plan which help the Academy to move from one year group to seven.
3. Creating Schemes of Learning which enable all students to become effective learners.
4. Producing a strategic three year plan to deliver the faculty vision which is supported by an annual action plan.
5. Completing an annual self review of the department carried out in support of the Faculty SEF, including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan.
6. Contributing to discussions on course selection and implementation.
7. Playing a full role in the delivery of the Academy's enrichment curriculum.
8. Collaborating effectively with partner primary schools to ensure a smooth transition for new students.
9. Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management.
10. Being an advocate and enthusiastic user of the Academy's information technology systems.

To ensure that all members of staff within the department are motivated and supported to perform at their best by:

1. Communicating a clear department vision which encourages ownership, team spirit and commitment from the faculty members.
2. Line managing and professionally developing staff in such a way that they perform at their best.
3. Meeting regularly with their line manager and keeping her/him informed of developments within the department.
4. Ensuring that all members of staff in the department go through the Performance Management cycle in the manner specified in the Academy policy.

To provide a secure and safe learning environment for all students so that they develop into self confident and self motivated learners by:

1. Contributing to the delivery of the 'Every Child Matters' outcomes.
2. Contributing to assemblies in a way which support the Academy ethos.
3. Maintaining the highest standards of student behaviour so that all students are able to learn effectively.
4. Providing a proactive presence around the school embodying the Academy's high expectations to students and staff.
5. Ensuring productive communication with parents so that they remain well informed about their children's progress and achievements as well as any incidents of poor behaviour.

To set challenging targets for all students and staff, and provide the support, guidance and accountability framework necessary to achieve these targets by:

1. Devising and implementing department student assessment systems which enable student underachievement to be identified and acted upon at an early stage.
2. Coordinating effective intervention strategies which support students so that they make the progress that is expected of them.
3. Identifying excellent practice within the department and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning and team teaching.

Reporting

Heads of Department will be line managed by the Head of Faculty or an Assistant Principal.