

Head of Department

Job Description

Leadership & Management

- Lead the Department team by providing a professional, positive, pro-active and creative approach
- To participate in the Appraisal process as a reviewee and, where appropriate, as a reviewer and to support staff in achieving their Appraisal targets
- Support the Leadership Team in implementing whole school practice
- Model effective learning and teaching
- Lead curriculum change
- Resolve conflict/difficulties between colleagues
- Promote the well being/morale of colleagues
- Manage staff career development
- Challenge and support underperforming teachers/colleagues
- Manage and delegate job roles within the Department
- Manage departments/key stages within the Department
- Manage and organise the technical support services where appropriate
- Represent the views of the Department in different forums
- Ensure all colleagues are involved in Department and whole school consultation
- Contribute to whole school strategic planning through completion of relevant parts of the SEF/SDP
- Manage Department finances and resources
- Manage and organise the resources required to teach each subject area
- Plan and room the Department timetable
- Organise class/group lists
- To be aware of the health and safety of all members of the school community and to deal with or report any areas of concern immediately
- To complete any additional responsibilities as required by the Headteacher

Achievements and Standards

- Analyse baseline data and exam results to ensure students and staff are working towards aspirational targets
- Track and monitor individual students and different cohorts of students and make appropriate interventions to rectify under-achievement of students' work
- Monitor the quality of achievement through sampling student work
- Ensure that benchmarking of students is implemented within the Department
- Take responsibility for overall behaviour management within the Department to ensure a safe, secure and structured learning environment

The Quality of Provision

- Ensure that schemes of work are in place that meet the academic needs of all students
- Lead departmental self evaluation
- Update DDP in the light of departmental self evaluation, whole school self evaluation and SDP
- Observe, record and review the quality of teaching in the Department
- Encourage staff to share good practice
- Promote a stimulating learning environment which encourages students to learn
- Be aware of the latest learning resources for students and teachers
- Promote cultural entitlement through the provision of a broad range of enrichment activities including school journeys where appropriate

Professional/Personal Development and Well Being

- Develop a team ethos
- Provide opportunities for staff to discuss their own personal development and well being
- Ensure that staff are given a full range of teaching experiences and are allowed to develop different aspects of their teaching
- Induct new staff and support and develop NQTs in conjunction with the Assistant Headteacher through formal observation and recorded meetings
- Support staff in receiving appropriate CPD which meets the needs of the individual, the Department and the school
- Assist with the appointment of new staff
- Establish effective communication in the area through for example, the timely preparation of agendas, chairing of meetings and publication of minutes
- Support staff who may have to deal with challenging parents

Learners, Parents/Carers and Stakeholders

- To carry out any pastoral support roles (including being a tutor) as required
- Evaluate the views of students, parents and stakeholders and act on recommendations where appropriate
- Liaise with parents, carers and stakeholders in order to facilitate the flow of information about students
- Oversee links with specialist staff and units
- Oversee mentoring and coaching
- Make presentations to stakeholders

All staff are expected to take responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact