



The Compton School Job Description

Post: HOD

Subject: Science

Salary: MPR/UPR plus TLR £11,247

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at The Compton School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and as outlined in the DfE School Teachers' Pay and Conditions Document (Part 6)

The Head of Department is responsible for;

Leadership

- Setting and sharing the **aims, objectives** and **vision** of the department to ensure high aspirations and outstanding outcomes for staff & students.
- To improve the quality of **teaching, learning and assessment** across the department and to raise standards of attainment.
- To be accountable for **student outcomes** and **teaching & learning** within the department.
- To keep up to date with national developments in your **subjects pedagogy** and **practice** and to promote and implement them appropriately.
- To participate in **Leadership Team meetings** and **SLT Link meetings**.

Teaching & Learning

- Provision of high quality and relevant **schemes of work** that allow outstanding lessons to be delivered in line with the schools scheme of work policy. These must include;
 - challenging provision for **G&T** (liaising with whole school G&T Coordinator).
 - appropriate provision for **SEN** (liaising with whole school SENCO & TA's).

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- learning beyond the classroom through effective **homework** opportunities.
- high levels of **literacy**, appropriate to the Key Stage.
- thoughtful and wide ranging promotion of **SMSC** opportunities.

Monitoring, Assessment & Feedback

- To provide appropriate **assessment** opportunities at all Key Stages and to ensure accurate **moderation** of assessment.
- To ensure student progress is accurately **monitored** and **reported** on across the department. This includes setting appropriate **targets**.
- To provide appropriate **intervention** for individuals and groups of students based on the accurate monitoring of their progress.
- To ensure effective **communication** with parents, including the **reporting** process.
- To review **GCSE / A level performance** and set targets for departmental development.
- To monitor, evaluate and act on **feedback** within the department in line with the departmental policy.
- Working with the Exams Officer and Exam Boards to oversee all **exam entries** and completion of **controlled assessment**, in line with the schools controlled assessment policy.
- To ensure regular **sampling** and **scrutiny** of student work in line with the school's feedback policy.
- To ensure all members of the department are formally **observed** in line with the school's policy.

Staff Development

- To review the progress of the department annually through a range of departmental **review processes**. To summarise the findings in the completion of a departmental Self-Evaluation Form and to respond to any emerging issues appropriately.
- Contributing to the **School Improvement Plan** through the formulation of departmental aims and objectives that challenge the areas of weakness identified in the Self-Evaluation Form.
- To line manage the department members and monitor their performance and set rigorous targets for professional development through the **appraisal process**.
- To ensure a high quality provision of **continual professional development** for staff, both bespoke and generic. This includes the induction of new staff and ITT and succession planning.
- To run effective and developmental **department meetings** that share best practice, according to the planned schedule of meetings.
- To promote **teamwork** and **effective working relationships** within the department.
- Assisting in the **recruitment** and **retention** of staff.

Behaviour & Climate for learning

- To be responsible for **student behaviour** in the department and ensuring the whole school policy on behaviour is followed. To involve the Support & Intervention Team where necessary.
- To provide a positive learning environment for students to learn in the departmental including through high quality **display** that is changed regularly according to school policy.

Management

- To ensure that the department provides **extra-curricular opportunities** for students across the Key Stages.
- To ensure appropriate **curriculum provision (student groupings, staff allocation & the homework timetable)**.
- To ensure appropriate **student consultation** and **student leadership** opportunities within a department.
- To effectively manage the department **budget, ordering** and **inventory**.
- To ensure **health and safety** standards are met across the department.
- To ensure appropriate **cover work** is set in staff absence.
- To meet with **school governors** in line with school policy.

Promotion of school

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To ensure that all department members are familiar with the **school vision**.
- To promote, advocate and follow all **school policies**.

Pastoral Responsibilities

- To carry out the responsibilities of a form tutor as outlined in the form tutor job description.