1. What will your Department be like when it’s ***Outstanding***?

2. Outline the steps needed to get there

3. Monitor and evaluate progress at agreed intervals

Principal Purpose: To promote high quality teaching and learning in the Department, consistent with National, local and school policies and procedures

Responsible to: The Headteacher and SLT Line Manager

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| 1. | To be responsible for the management, development and organisation of the department within the whole school framework. | |
|  | TASK: | Ensure that the MER folder is kept up to date and accessible |
|  | TASK: | Ensure that Schemes of Work are available and up-to-date |
|  | TASK: | Ensure literacy and maths skills are embedded in Schemes of Work |
|  | TASK: | Setting standards: ensure that all staff are inducted into / reminded of department ethos |
|  | TASK: | Continuity: Make sure that all information and coursework is collected from teachers who are leaving |
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| 2. | To maximise pupil achievement in the department through effective teaching and learning. | |
|  | TASK: | Ensure that staff are using Schemes of Work and contributing towards them |
|  | TASK: | Are staff following policies on e.g. behaviour, seating plans? |
|  | TASK: | Ensure that baseline data is used |
|  | TASK: | Is the teacher giving pupils specific guidance on how to improve their work? Are pupils responding to this feedback? |
|  | TASK: | Make sure that homework is set and marked in accordance with school / department expectations |
|  | TASK: | Does work presentation meet with department policy? Is it outstanding? |
|  | TASK: | Is behaviour good or better? |
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| 3. | To monitor progress towards pupil performance targets. | |
|  | TASK: | Check that Department tracking documents are up-to-date |
|  | TASK: | Identify individuals falling behind and plan / discuss specific interventions for them |
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| 4. | To support the professional development of staff within the department, acting as a role model of good teaching. | |
|  | TASK: | Sharing best practice |
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| 5. | To select appropriate examination syllabuses that will encourage high quality learning and good levels of success. To enter pupils at appropriate levels. | |
|  | TASK: | Check promptness and accuracy of exam entries, and coursework |
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| 6. | To be responsible for the oversight of the working environment in department areas. | |
|  | TASK: | Check the state of rooms, books and equipment. Are they free of litter? graffiti? damage? |
|  | TASK: | Ensure displays are up-to-date, tidy and attractive? |
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| 7. | To be responsible for the oversight of the promotion of cross-curricular links within the school. | |
|  | TASK: | Within-school collaboration – learning from other departments |
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| 8. | To contribute towards school self evaluation and development plans. | |
|  | TASK: | Complete department self-evaluation / exams analysis / department improvement plan |
|  | TASK: | Ensure delivery of the department improvement plan and its associated targets |
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| 9. | To manage the allocated budget and be responsible for the organisation and administration of resources within the department area. | |
|  | TASK: | Check monthly statements and take action to ensure solvency |
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| 10. | To encourage department staff to initiate and participate in extra-curricular activities. | |
|  | TASK: | To provide a range of learning and enrichment activities |
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|  | Any other duties as reasonably required by the Headteacher / SLT Line Manager | |