

The Cardinal Hume Academies Trust



HEAD OF DEPARTMENT - JOB DESCRIPTION

JOB TITLE: HEAD OF DEPARTMENT

RESPONSIBLE TO: DESIGNATED MEMBER OF THE SENIOR MANAGEMENT TEAM

The post-holder is required to carry out the duties of a school teacher, as set out in the current Schoolteachers' Pay and Conditions Document and additionally those set out in the job description for a school teacher.

In addition, the post holder is required to undertake the following responsibilities which are paid on the TLR 2B scale, having regard to the overall aims and general ethos of the school as outlined in the Mission Statement and embodied in school policies. TLR 2B subject leaders support, hold accountable, develop and lead a key team to ensure high standards of teaching and learning and the wellbeing of staff and students. They will be assigned to performance manage those teaching in their subject areas. They should provide regular feedback for teachers and other staff in their department in a way that recognises good practice and supports their progress against performance management objectives resulting in a tangible and positive impact on student learning across the department. TLR 2B teachers have a particular responsibility for monitoring in their areas, observing classes and regularly collecting and collating evidence which will inform departmental self-evaluation.

Main duties and responsibilities of Head of Music

1. To be responsible for teaching Music and related subjects, and leading those teaching Music and related subjects in the planning, implementation and evaluation of the curriculum area. This may involve close consultation with other curriculum areas and cross-curricular co-ordination.
2. To establish within the Music department, policies, protocols and standard operating procedures, which are, where appropriate, in line with school policies. These should be embodied in a detailed handbook or 'fact sheet' file including:
 - a) Appropriate schemes of work detailing content, method and assessment opportunities;
 - b) A departmental improvement plan – including action plan, responsibilities and resource implications as per the school template;
 - c) List of available resources;
 - d) The resource control systems to be used;

- e) Record keeping.
 - f) All other issues e.g. homework, marking, health and safety (including risk assessments for the teaching of Music and for rooms allocated to the department).
3. To monitor the work undertaken within the Music department to ensure that all teaching and non-teaching staff are consistently applying the policies and procedures of the department (e.g. schemes of work, homework, marking, tracking, progress grades etc).
 4. To ensure the efficient administration of the department through regular (at least - as identified in the meeting cycle) meetings. Such meetings are:
 - a) To ensure effective communication of ideas and information among the staff teaching in the department.
 - b) To enable staff to co-operate as a team in planning courses and solving problems.

For all such meetings, the agenda should be published and the meeting minuted and copies forwarded to the line manager.
 5. To organise (or cause to be organised) and safeguard all the resources of the department and to manage/deploy such resources in the most effective way.
 6. To ensure classrooms used for Music provide an 'educationally alive' environment to stimulate learning and reflect the nature and breadth of Music.
 7. To requisition stock needed by the department; to keep stock lists up to date and to forward to the SMT person responsible once a year, department inventories.
 8. To keep abreast of the latest developments in the curriculum area and to assist with the professional development of staff within the team (e.g. through appropriate delegation of work) and to identify in-service training needs within the team.
 9. To induct all new members of staff and where appropriate act as mentor to beginning teachers and students – in line with school policy and under the direction of the I.T.T supervisor.
 10. To ensure suitable work is available for teachers covering for absent colleagues in the department.
 11. To advise the curriculum deputy head on the allocation of classes and other timetable requirements for the department.
 12. To ensure that pupils are entered for appropriate public and external examinations including GCSE examinations, liaising with teachers within the department and the Examinations Secretary.
 13. To liaise with Heads of Year and other Heads of Department and Co-ordinators on matters of cross-curricular concern.
 14. To liaise with Special Needs/GTP Co-ordinators over pupil referrals and identification; implementing Special Needs policy and GTP curriculum.

15. Working in collaboration with the Head of Teaching and Learning, to manage the work of other adults deployed within the department to support teaching and learning to ensure optimal support within both departments.
16. Any other duties as reasonably requested by the Executive Headteacher/Head of School.

This job description is non-contractual. This means the Executive Headteacher/Head of School may require variations consistent with the needs of the school within the competence of the postholder.

Signed:

Date: