

Job Description Head of Department Physics

Leadership and 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 experience and 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 both 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.