

Post Title	Head of Department
Reporting to	Vice Principal or Assistant Principal
Responsibility Level	LS3-11
Location	Grace Academy Darlaston
Job Purpose	<ul style="list-style-type: none"> • To develop and manage the staff in the learning area in line with the Academy's mission and strategic objectives • To ensure that the programmes of study delivered for all categories of learners meet their identified learning needs and the targets set for each student • To lead, manage, monitor, evaluate and work closely with colleagues in the department whose roles include the following key areas: Teaching and Learning, E-learning, Personalised Learning including Gifted & Talented and students with SEN and Business and Enterprise • To provide specific subject related advice and guidance to department staff and leaders • To research and develop subject specific curricular and advise on adaptations and changes • To oversee Schemes of Work and Programmes of Study in specific curriculum areas
Main Duties	<ul style="list-style-type: none"> • To take the lead in the development of outstanding teaching pedagogy in the Academy • To develop the learning area so as to meet the needs of a diverse range of learners in relation to the Academy mission and to ensure inclusiveness and equality of opportunity • To set challenging targets for students achievement, and the diversity of activity for courses within the learning area • To monitor and report progress on achievement of these targets and take appropriate action to ensure that the targets are met • To implement and manage the Academy's quality monitoring systems and lead the production of the Self Assessment and Development Planning Process for the learning area • To manage the development of flexible methods of curriculum delivery and learning styles to contribute to raising standards within the learning area • To participate in Business & Enterprise activities for the learning area • To monitor the work of the Department and to organise Department meetings to discuss the implementation of Department policy • To review curricula for the subject • To consider and adapt the curricula for each year group • To advise on syllabus, resources and examination boards • To lead development and change within the subject

	<ul style="list-style-type: none"> • To take an overview of the quality of provision and plan enhancements • To have knowledge of Grace Academy procedures about how to safeguard and promote the welfare of children in addition to the statutory duty to safeguard children • To carry out other reasonable duties as directed by the line Manager
Specific Duties	<ul style="list-style-type: none"> • To advise the Principal on the aims and policies of the Department and the resources required to implement these • To co-ordinate the preparation and development of courses of study, teaching materials, teaching programme, methods of teaching and assessment • To contribute to the selection for appointment and professional development of teachers and non-teaching staff including the induction and assessment of new and newly qualified teachers to work in the Department • To seek to ensure the effective use of the Department's equipment, proper maintenance of the materials and fabric of the Department and the observance of relevant health and safety regulations • To maintain efficient and effective control of the Department's budget • To teach students within the Academy and to carry out such other associated duties as are reasonably assigned by the Principal • To maintain discipline in accordance with the rules and disciplinary systems of the Academy • To promote equal opportunities within the Academy and to seek to ensure the implementation of the Academy's Equal Opportunities Policy • To ensure that Department schemes of work reflect Academy Curriculum policies and meet the requirements of National Curriculum programmes of study as appropriate • To maintain Department recording systems which meet the requirements of the Academy and which will enable effective reporting to parents on National Curriculum levels of attainment • To monitor the academic progress of all students maintaining high standards of work, discipline and conduct, in accordance with Academy policies • To monitor and develop Department assessment policy, involvement in formative recording of achievement, internal examinations and oversee public examination entries • To encourage curriculum development, the efficient use of resources and the maintenance of a good learning environment • To provide effective communication with parents, other educational institutions and external agencies • To hold regular Department meetings and to ensure good communication to and from the Department • To make recommendations for the Academy timetable and advice on the deployment of rooms and staff, ensuring a range of experience for all teachers • To advise on Department appointments and to provide induction • To monitor, review and evaluate the work of Department members and contribute to their professional development • To give guidance on teaching methods and classroom management and



	<p>encourage the use of appropriate teaching and learning styles including ICT to ensure differentiation</p> <ul style="list-style-type: none"> • To carry out a share of supervisory duties in accordance with published schedules • To participate in Performance Management arrangements • The Head of Department is responsible to the Principal for all matters relating to the teaching and organisation of his/her subject throughout the Academy • To assist the Principal in the preparation of reports relating to the work of the Department to be made to the governing body or any other external body • To make contributions relating to the work of the Department to materials published about the Academy • Maintain awareness and knowledge of contemporary trends, developments, theory and methods in the transformation of teaching and provide suitable leadership and interpretation to Governors, Leaders, Managers and staff within the Academy • To regularly review the curriculum offer for each year group • To ensure that schemes of work comply with the National curriculum • To map and audit the curriculum to cover required areas of study • To research all possible examination routes and advise the most suitable to maximise student achievement • To consider Schemes of work and match appropriate resources • To advise staff on suitable curriculum materials, activities and resources • To support staff in the delivery and further improvements within the subject • Maintain awareness and knowledge of contemporary trends, developments, theory and methods in the transformation of teaching and provide suitable leadership and interpretation to Governors, Leaders, Managers and staff within the Academy
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • To work in line with the Fluency Duty



Person Specification:

Head of Department		
	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Qualified Teacher status or evidence of working towards QTS • Degree or equivalent • Evidence of self-development and commitment to continuing professional development. • Experience of successful teaching and leadership at Key Stage3, 4 and 5 • Can demonstrate effective leadership to enable the individual needs of all students to be met through the use of appropriate learning strategies and classroom management • Has knowledge and understanding of leading the selection of curriculum syllabus across several subject areas and key stages • Has knowledge and understanding of leading the monitoring, assessment, recording and reporting of pupils' progress across several subject areas • Understands the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection • Understands the importance of developing positive links and relationships within school and with all its stakeholders • A wide ranging and detailed understanding of leading teaching and learning, innovative curricular and raising achievement strategies • Successful use of a broad range of teaching and learning strategies • Evidence of ability to develop excellent relationships with both adults and young people 	<ul style="list-style-type: none"> • Post Graduate or Masters qualification relating to Education or Educational Leadership and Management • Experience of teaching at post 16 level • Can demonstrate success in post 16 student outcomes across several subject areas • An understanding of leading educational transformation across several subject areas • Experience of working with Parents, the local community and external agencies • Experience in the development of Business and Enterprise initiatives • Evidence of an understanding and practical use of ICT in learning • Evidence of recent leadership professional development • Experience of training and developing staff skills across several subject areas • Evidence of research into theories of teaching, learning and leadership • Evidence of promotion of innovation in curriculum and teaching and learning.
Skills and Attributes	<ul style="list-style-type: none"> • Is able and willing to promote the academy's aims and use effective strategies to monitor motivation and morale of students and staff • Can show a record of leading good teaching and learning practice and outcomes across several subject areas • Is able to establish and develop positive and productive relationships with parents, governors and the community • Has the ability to communicate effectively to a variety of audiences • Understands the importance of, and is able to create, 	<ul style="list-style-type: none"> • Can show record of leading outstanding teaching and learning across several subject areas • Can demonstrate leadership enabling student progress significantly above average across several subject areas • Can demonstrate challenging negative attitudes in both students and staff • Evidence of commitment to excellence • Evidence of leadership skills

	<p>a happy, challenging and effective learning environment across several subject areas</p> <ul style="list-style-type: none"> • Is approachable, committed, empathetic, enthusiastic, organised, patient and resourceful • Good knowledge of current education trends and initiatives • Good interpersonal skills • Clarity of vision • Determination to succeed in challenging situations • Commitment to inclusive education providing opportunity for achievement for all • Commitment to the wider community • Commitment to partnership with parents and other stakeholders • High expectations of student achievement, conduct and behaviour • Openness, sense of humour, energy and enthusiasm 	<p>focused on bringing out the best in people</p> <ul style="list-style-type: none"> • Evidence of the ability to lead the completion of work in outstanding teams • Understanding of the significance of lifelong learning and extra-curricular activities in the life of the Academy
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