

## BEDE'S Job Description

<b>Job Description</b> <b>Job Title:</b>	<b>Head of Department, Bede's Prep School</b>
---	---

<b>Reporting to:</b>	Director of Studies
<b>Key Purpose of the Job</b> (This is a single sentence, which identifies the overall purpose of the job)	To lead the department, ensure full curriculum delivery and development and provide a first-class educational experience for all pupils taught within the department in order to ensure they gain a clear understanding of the subject and achieves their potential.
<b>Written by:</b>	Sally Collins
<b>Date:</b>	March 2013

### Key Accountabilities

1. **Strategic Leadership:** To produce, each academic year, a development plan for the department, which sets ambitious goals for the department in order to ensure that the department's aims and plans fit with and support the school's aims and objectives of providing outstanding academic teaching and learning
2. **Operational Departmental Leadership:** To provide structured leadership for the department, leading the development of long-term (annual) and medium-term course and curriculum plans (schemes of work), ensure all teachers within the department have effective and appropriate lesson plans and are supported in their delivery in a way which brings out the best of pupils and teachers alike
3. **Curriculum Development:** To monitor and develop the teaching and learning strategies within the department, reviewing developments and proposed changes in the external examinations; ensure that the curriculum is regularly reviewed to reflect best and modern practice and extend co-curricular working opportunities with other departments
4. **Quality of educational provision:** In order to ensure the highest standards of curriculum delivery and teaching and that every pupil has the opportunity to optimise their potential in and develop a love of the subject:
  - To adopt a systematic approach to the monitoring of teaching and learning and pupil progress
  - To undertake regular evidence-led evaluations of the department's practice, which take into account the views of teachers, pupils and senior staff, so as to identify areas for development and improvement within the department / subject area
  - To ensure that pupil progress data is routinely analysed and that improvement strategies arise from those analyses
  - To undertake first-hand observation of lessons taught by all teachers within the department each academic year and, where appropriate, to arrange peer observations amongst teachers
  - To ensure that the department has a commonly understood assessment policy and that all teachers frequently, and formatively, assess students' work

- To respond promptly and fully to expressions of concern on the part of parents and/or pupils, and to log those concerns and responses within the department and make them available to the Director of Studies
  - To monitor, review and update the curriculum based on pupil need, innovations and other developments
  - To identify creative, innovative and effective subject-related pedagogies, thereby developing outstanding classroom practice amongst the department's teaching staff
  - To regularly and systematically undertake programmes of scrutinising pupils' work and provide feedback to colleagues where appropriate
5. **Pupil Progress and Development:** To undertake pupil assessments in line with the appropriate policy, ensure that all assessments are stretching and that feedback is detailed, encouraging and provides clear focus for improvement and learning strategies that will enable each pupil to maximise and achieve his/her full academic potential in a supportive and inclusive learning environment:
- To provide coherent systems of assessment and pupil tracking to which all members of the department contribute, access and use in planning their lessons and pupil support strategies
  - To ensure that teaching staff implement pupil support strategies, that these are followed-up, and that underperformance on the part of pupils is tackled promptly and rigorously
  - To develop a culture within the department / subject area whereby pupils are stretched and challenged, and that all pupils are enabled to access and succeed when studying courses offered by the department
  - To use PiPS and MidYIS data to support teachers in identifying pupil potential, strengths and areas for development
6. **Performance Management and Continuing Professional Development:** In order to ensure that all teachers and Support staff within the department are line managed effectively, engaged and professionally up to date with the latest development in their subject area:
- To undertake an annual appraisal / performance review with each teacher in the department as required
  - To provide in-house INSET and, as a consequence of performance reviews, and where necessary, professional development for individual members of the teaching and departmental support teams with external providers
  - To undertake lesson observations of each member of the department and provide formal feedback at least once each academic year and informal observations on a more frequent basis, dependent on the needs of the teacher observed
  - Where appropriate, to provide peer mentoring and teaching for all teachers within the subject area
  - Where appropriate, and with the support of the Director of Staffing, to train, mentor and support PGCE students
  - With the Director of Studies, to tackle teacher underperformance (teaching and behavioural) within the department

<ol style="list-style-type: none"> <li>7. <b>Budget and Resources Management:</b> To submit and take responsibility for producing annual budgets, including requirements for the Junior Years, and following approval, manage its effective allocation within the team, monitor spend and work closely with the Finance team to ensure that the department and subject provision is financially compliant, operates within agreed budgets and achieves best value in all purchasing decisions.</li> <li>8. <b>Systems, Documentation and Administration:</b> To draft or delegate responsibility for any bespoke documentation needed within the department for curriculum delivery (e.g. pupil trips, risk assessments), monitor their implementation by the departmental staff and set up appropriate filing and retrieval systems in order to ensure that information relating to the department is readily accessible and can be used for audit, reporting and decision-making purposes.</li> <li>9. <b>Contribution to the wider curriculum within the school:</b> To work closely with the Deputy Head and Director of Studies to identify cross curricular activities which support the wider application of the subject taught, whilst at the same time looking for opportunities to work with other departments on cross curricular activities that enrich the learning experience of pupils in a way that is mutually beneficial to all parties involved</li> <li>10. <b>Promotion and Representation of the Department:</b> To attend parents evenings and represent the department / subject area at school events; to represent the department at key times, so as to publicise its good works and the learning opportunities available to pupils</li> </ol>
<p><b>Measures</b></p>
<ol style="list-style-type: none"> <li>1. <b>Strategic leadership:</b> annual development plan produced to standard and timescales; all members of the department are clear on its academic focus and goals and the role they each play in its delivery</li> <li>2. <b>Operational Departmental leadership:</b> department runs smoothly; team meetings are focused, engaging and actions are delivered effectively and to the timescales agreed; all participate; schemes of work and supporting lessons plans all in place; staff when asked report feeling supported, motivated and fully engaged with their work</li> <li>3. <b>Curriculum Development:</b> curriculum is seen as appropriately stretching across all pupil ability levels; extension activities are clear for gifted and talented and strategies in place for supporting the less able</li> <li>4. <b>Quality of Education Provision:</b> evaluations undertaken to agreed timescales; sound information and analysis produced; monitoring is effective and found very useful by teachers, resulting personal development plans agreed in conjunction with the Director of Studies; pupil assessment provide structured and meaningful information; parents report confidence in this and the resolution of any concerns they might raise</li> <li>5. <b>Pupil Progress and Development:</b> Learning plans in place; tracking undertaken and outcomes acted upon; pupils are focused, engaged with and supported in their learning</li> <li>6. <b>Performance Management and CPD:</b> staff are very clear about their</li> </ol>

## BEDE'S Job Description

<p>personal performance (both subject delivery and behaviour); a culture of high performance, knowledge sharing and continuous development exists; all contribute to team based CPD; future talent is identified and nurtured and fed into academic staffing and succession plans; any underperformance or behavioural situations are addressed immediately and fully; staff are happy in their work and their enthusiasm for their subject is clear to all</p> <p><b>7. Budget and Resource Management:</b> effective support given to the Director of Studies in relation to budget setting and recommendations; department runs to agreed budget; departmental resources optimised; staffing needs are clearly identified and presented to the Director of Studies</p> <p><b>8. Systems Documentation and Administration:</b> records accurate, sufficiently detailed and up to date; all in authority can access what they need; the department is seen to be efficient</p> <p><b>9. Contribution to the Wider Curriculum:</b> department is known and respected for its significant contribution to the wider school learning experience and opportunities</p> <p><b>10. Promotion and Representation of the Department:</b> positive and supportive attendee at school events; enthusiasm for the department's achievements and strengths is evident to all</p>
<b>Key Dimensions Impacted by the Job:</b>
<ol style="list-style-type: none"> <li>1. Staff teaching within the department (will vary according to size of department)</li> <li>2. Departmental budget (will vary according to size of department)</li> </ol>
<b>Key Skills and Experience:</b> (Knowledge, Experience, Skills & Abilities)
<ol style="list-style-type: none"> <li>1. Good, appropriate honours degree from a good university</li> <li>2. Appropriate teaching qualification (minimum 5 years PQE)</li> <li>3. Experience of line management (minimum 1 year, ideally as a number 2 in a department)</li> <li>4. Ability to handle, analyse and explain data</li> <li>5. IT literacy</li> <li>6. Ability to communicate in the appropriate style with colleagues, students and parents</li> <li>7. Fire, Child Protection and Health and Safety trained</li> </ol>
<b>Key Interfaces:</b>
<ol style="list-style-type: none"> <li>1. Headmaster</li> <li>2. Deputy Head</li> <li>3. Director of Studies</li> </ol>

<ol style="list-style-type: none"> <li>4. Director of Staffing</li> <li>5. Heads of Years</li> <li>6. Other Heads of Department</li> <li>7. Subject Coordinator in Junior Years and Pre-Prep</li> <li>8. Senior Mistress</li> <li>9. Parents</li> <li>10. Pupils</li> </ol>
<p><b>Operating Environment and Context of the Role:</b></p> <p>(The most challenging features (and reasons) of the job; any critical time constraints, the impact, influences and consequences of the work done etc.)</p> <p>Bede's Prep School is a non-selective academically ambitious school that seeks to provide a broad and affirming base for its pupils. The school is a thriving IAPS Prep School which caters for children from Nursery to Year 8. The school's catchment area for day children extends to a large part of East Sussex and the boarding house welcomes children from further afield within the UK as well as from abroad.</p> <p>St Bede's is a school for children of all talents and aims to provide breadth and challenge to match each child's aptitudes and interests. Heads of Department are central to ensuring that the academic staff under their direction deliver creative and ambitious pedagogies and robustly track, monitor and support pupils to achieve the highest quality teaching and learning experience. Cultivating a life long love of learning, interest in and broader understanding of the relevancy of the subjects studied at school and their application to life beyond school is equally important as preparing the pupils for examinations to their chosen senior school at the end of Year 8.</p> <p>Our unswerving aim is to enable every child to maximise their academic potential in every subject. We do this by developing an innovative, professionally reflective, collaborative, teaching, learning and assessment culture whereby teachers offer students an inspiring and personalised experience of academic learning that reflects those students' individual developmental needs and abilities.</p> <p>The job-holder will work with the Director of Studies to ensure that an appropriate, challenging and effective curriculum which best reflects this is provided for all pupils within his/her department.</p> <p>The safeguarding, health and safety and overall wellbeing of all pupils and staff within the department is central to all we do and the job holder will work with colleagues in both the academic and support functions to ensure a safe and fully compliant.</p>
<p><b>Safeguarding:</b></p> <p>(Details of responsibilities in relation to Safeguarding regulations and any other legal entity or any other governance and compliance. Our minimum statement is stated below and should appear in all job profiles along with any further specific requirements for the role)</p> <p>Bede's School complies fully with the DCSF Guidance '<i>Safeguarding Children and Safer recruitment in Education</i>' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.</p> <p>In addition the job holder will ensure that all staff under direct control understand and</p>

## BEDE'S Job Description

comply with Safeguarding policies and procedures and work with the relevant colleagues so as to make sure that all children under his or her aegis are safe at all times.

### **Delegated Authority:**

- Responsible for the monitoring of pupils and teachers within the department
- To work with the Director of Studies on issues of staff performance
- To work with the Headmaster and Director of Staffing on recruitment of staff
- To be responsible for the departmental budget

<b>Job Holder:</b>	<b>Name:</b> <b>Job Title:</b>		<b>Date:</b>	
<b>Approved by senior manager:</b>	<b>Name:</b> <b>Job Title:</b>		<b>Date:</b>	
<b>Approved by Business Manager:</b>	<b>Name:</b>		<b>Date:</b>	