

CHIPPING NORTON SCHOOL



Job Description: Head of Department

JOB PURPOSE

- To extend the leadership of the Headteacher
- To lead the teaching and learning of English within the school, in accordance with school policies.
- To develop an effective, consistent and inspiring department

OBJECTIVES

To be accountable for:

- Raising standards of student achievement in English at all levels
- Fostering students' enjoyment and satisfaction in the study of English
- Staff confidence and competence in teaching their subject.

PRINCIPAL RESPONSIBILITY AREAS

A Teaching and Learning

- Assure the quality of teaching and learning in English through regular monitoring and evaluation, including lesson observation, work scrutiny, SWOT, SEF, QA and any other appropriate means.
- Plan monitor, review and implement schemes of learning, ensuring that lesson planning meets the needs of all learners, supports the school's values and drives forward whole school development priorities.
- Lead on best practice and current pedagogy, to ensure that all teachers engage learners actively, and that teaching addresses cross curricular themes (e.g. literacy, I.C.T. citizenship).
- Manage behaviour and its impact on learning, in accordance with whole school policies.
- Ensure that effective cover work is set when staff are absent, in line with school policy.

B Achievement and Standards

- Ensure teachers set challenging targets for students, based on data provided for each student.
- Evaluate and track student progress through the use of assessment and regular analysis of data.
- Report on the progress and attainment of learners to the Headteacher, LT link and governors as required (including analysis and reporting of exam results).
- Plan, deliver and measure the impact of intervention activities for students who are underachieving in liaison with LT link, HoY, tutors, SENCO and any other appropriate agencies or personnel.
- Ensure timely communication with parents and carers in relation to achievement and behaviour.
- Ensure that appropriate moderation and standardisation of assessment takes place at all levels, so that data is robust; ensure that teachers submit assessment data punctually and in line with school procedures.
- Liaise with Exams Officer to ensure that all students are entered for the appropriate examination and tier, and that any examination information is effectively communicated to students, teachers and parents.

C Personal Development and Well-being

- Ensure effective assessment for learning, provides appropriate information, advice and guidance about progression within the subject and its place in the wider world.
- Develop opportunities for students to extend their learning e.g. through trips, visits and extra-curricular activities and House events etc.

D Leadership and Management

- Lead by example, creating a positive ethos and modelling high standards of professional behaviour.
- Lead the strategic direction of the subject, in line with whole school priorities, including writing, costing and reviewing department development and action plans.
- Liaise with other Heads of Department, LT link and Governors to meet school and department development plan objectives, including taking an active part in middle leader meetings.
- Monitor and ensure the consistent application of whole school policies and systems within the department and challenge underperformance.
- Lead and support the professional development of all staff within the subject, in accordance with the school's Appraisal Policy, including induction of new staff
- Monitor the health and well-being of the team; intervene and refer where appropriate to support the needs of colleagues.
- Contribute to the appointment of staff and manage the deployment of subject staff. Ensuring that teachers' loading is balanced and meets the needs of all learners.
- Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- Liaise with Site Staff to ensure an inspiring and safe learning environment throughout the school day and ensure that all the department are aware of current Health and Safety guidelines and procedures.
- Ensure subject representation at school events and WOLP curriculum group meetings.
- Produce effective and inspiring publicity materials as required (e.g. Options Booklet, prospectus etc.).

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation