CHENEY SCHOOL - JOB DESCRIPTION

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| Job Title | Deputy Head of Department (KS Lead) | **Department** | Science |
| Reporting to | Head of Department | T&LR | 2 (2) |

**Principal responsibilities**

a) to lead the professional practice of all teachers and other colleagues within the key stage, and

1. to lead developments in curricular provision and student achievement
2. Teaching and Learning
   1. to lead, support and develop the teaching practice and professional development of all teaching colleagues within a given Key Stage
   2. to work alongside the Head of Faculty to promote the effective use of teaching assistant colleagues and other classroom-based professionals, and also the work of colleagues providing administrative or technical support
   3. to lead developments in subject knowledge, curriculum planning, and teaching methodology within a given Key Stage
   4. to evaluate and develop schemes of work and classroom practice to ensure that there is an appropriate and differentiated provision for all students
3. Assessing and Reporting
   1. to analyse subject data and use that analysis to improve standards of achievement, through targeted professional development for colleagues and through enhanced curriculum provision for groups of students
   2. to co-ordinate and ensure quality in the writing, processing, and use of reports
   3. to monitor, identify and intervene to support the academic progress of individual students or groups of students within a given Key Stage.
4. Leadership and Management
   1. to lead Key Stage - specific issues at departmental level (Key Stage to be determined upon interview)
   2. to monitor, assess, and develop classroom teaching and good practice, including monitoring the quality of planning, preparation, and assessment
   3. to oversee student attainment reporting and recording systems, and to identify and intervene to provide targeted support for key sub-groups of students
   4. to be involved in decision-making and policy development within the department
   5. to analyse and evaluate performance data, sharing interpretations and action-planning to improve performance with the department
   6. to oversee the administration and delivery of the curriculum, including liaison with relevant exam boards and other outside agencies (within the given Key Stage)
   7. to promote a culture of collective responsibility within the department
5. Standards and Quality Assurance
   1. to work with the data and pastoral teams to provide and use student information to support progress
   2. to maintain and record contact with parents on issues relating to subject progress and classroom behaviour
   3. to lead on external quality assurance, verification and standardisation as necessary within your Key Stage
6. Other Duties and Responsibilities
   1. to be involved in making appointments within the department as appropriate
   2. to attend INSET as required.
   3. to participate in the school’s Performance Management system and to lead performance reviews as appropriate.
   4. to contribute to a positive and orderly learning environment in the subject accommodation
   5. to contribute to guidance and information to parents and students about curriculum and syllabus information
   6. to be responsible for the well-being and safety of students, and to support the school Behaviour Management policy; to be familiar with relevant school policies and Health and Safety requirements
   7. to contribute as appropriate to school-wide curriculum enrichment programme
   8. to undertake other duties as may be required from time to time.