

JOB DESCRIPTION

POST: HEAD OF SCHOOL



The Head of School is responsible for the delivery and development of teaching and learning in their subject throughout the academy, ensuring that each scholar is positively encouraged to develop her or his potential. S/he will maintain an overview of work being done and maintain an overview of progress, target and actual levels at all key stages. S/he will liaise with appropriate members of the Senior Leadership Team. Within these functions and responsibilities, the Head of School is expected to maintain the health of the department for the benefit of both scholars and colleagues.

Leading Learning and Teaching

- Plan, implement and review the department's curriculum within the framework of the National Curriculum, Examination Boards, the academy's curriculum philosophy and coordinating the production, in conjunction within departmental colleagues, of appropriate schemes of work.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept.
- Support department members in dealing with the management of scholar behaviour and progress.
- Organise grouping arrangements of scholars within the department, according to a clear departmental rationale.
- Encourage and promote cross-curricular developments.
- To encourage links with the community and local industry to develop appropriate contexts for applied learning.

Strategic Direction and Development

- Establish the philosophy, aims and objectives of the department, ensuring that they reflect those of the academy.
- Identify priorities for development (Department Improvement Plan).
- Ensure effective 2 way communication between the department and SLT.
- Ensure that whole-academy policies are incorporated into departmental documentation and implemented.
- Ensure that the department is represented in all curricular matters at meetings.
- Liaise with other departments.

Leading and Managing Staff

- Promote the development and training of departmental staff, including participation in performance review arrangements and the supervision of newly qualified or appointed teachers.
- Ensure that effective formal and informal communication channels are maintained.
- Work with others to create a positive climate and shared culture of mutual support.
- Hold regular departmental meetings.
- Monitor the effectiveness of other members of the department and negotiating and implementing an improvement plan where appropriate.
- Build an effective team through effective delegation of appropriate tasks, department responsibilities and duties.
- Manage own workload and that of others to allow an appropriate work / life balance.
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need.
- Take time to listen to the views of team members.
- Celebrate successes of team members - both work related achievements and life events.

Efficient and Effective Deployment of Resources

- Keep the department's spending within budget and ensuring that stock and equipment are well cared for and economically used.
- Supervise the work of support staff and delegating administrative tasks where appropriate.

- Ensure that departmental rooms present a stimulating environment.

Accountability

- Oversee the health and safety of scholars and staff.
- Co-ordinate appropriate examination entries for the Planning Department.
- Liaise with the link SLT in all matters concerned with the timetable, curriculum, staffing, assessment and scholar achievement.
- Direct efforts towards improvement as well as day to day maintenance; take appropriate action when performance is unsatisfactory.
- Accept responsibility for problems that may arise and actively seek solutions.

Additional Specific Responsibilities

- To be an Advisor to an assigned Advisory Group if required, and to carry out related duties in accordance with the general job description of Advisor.

General Duties

- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in appropriate meetings with colleagues and parents relative to the above duties
- To carry out any other reasonable duty that is directed by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.