

JOB DESCRIPTION

Job Title: Head of Department

Post Holder:

Accountable to: Senior Leadership Team / Line Manager

Duties:

The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Purpose:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal of the Academy
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.

Responsible for:

- Students' learning outcomes within the area
- Other TLR post holders within the area, teaching staff and other relevant personnel within the Department.

Liaising with:

Principal, members of SLT, other Heads of Department, key stage learning coordinators and all other relevant staff with cross-academy responsibilities, relevant non-teaching support staff, AET staff and parents.

Operational/ Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- The day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- To assist in monitoring and following up student progress
- To implement Academy Policies and Procedures

- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, the Academy and department SEF and the aims and objectives of the Academy.
- To ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.
- To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the Academy.

Curriculum Provision:

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy Improvement Plan/Academy Evaluation.
- To be accountable for the development and delivery of Department Improvement Plan.

Curriculum Development:

- To lead curriculum development for Department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.
- To liaise with the SLT/exam officer to maintain accreditation with the relevant examination and validating bodies.

Staffing:

- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the area's technicians/support staff as appropriate.
- To undertake performance management reviews and to act as reviewer for a group of staff within the area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Manager/relevant staff to secure appropriate cover within the Department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's training programmes as appropriate.

- To be responsible for the day-to-day management of staff within the Department and act as a positive role model.

Quality Assurance: (in liaison with line manager)

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the Department and to work towards their achievement.
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the Department.
- To monitor and evaluate the curriculum area/Department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the Department as required by the Academy systems.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with SLT, data manager, exams officer and others to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Department's performance and development.

Communications:

- To ensure that all members of the Department are familiar with the AET aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with the AET, partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To positively represent the view's and interests of the Department.

Marketing and Liaison:

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- In conjunction with the line manager, to monitor and support the overall progress and development of students within the Department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to PSHE, citizenship and enterprise according to Academy policy.
- To ensure the Academy's behaviour management systems are implemented in the area so that effective learning can take place.
- To be familiar with the Academy's Safeguarding Policy and to report concerns to the Designated Safeguarding Person.

Academy Duties

- To undertake duties before Academy and at break, on a rota basis.
- To take reasonable care of Department resources and to account for any equipment used.
- To attend Department meetings and assist in planning and evaluation.
- To set cover work when on leave of absence.
- To liaise with the line manager over career and professional development.
- To report anything that could endanger or threaten the health and safety of students or staff to the line manager.

Teaching:

- To undertake a programme of teaching in accordance with the appropriate professional standards.
- To teach, students according to their educational needs, including the setting and marking of all class work and coursework carried out by students in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students that meet internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To liaise with SENCO and the form tutor over student's with special educational needs and to modify teaching accordingly.

Form Tutor Duties:

- To offer care and support to students in all aspects of their academy life and prepare them for adult life;
- To develop an understanding and knowledge of each student as an individual;
- To enable students to play an active role in all aspects of the Academy's tutorial and PSHE programme
- To undertake all administrative tasks to ensure the smooth day-to-day running of the Academy

Additional Duties:

To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

This Job Description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Recruitment and Selection Policy Statement

The Academy's governing body committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed

Dated

2015