BRAMPTON MANOR ACADEMY

JOB DESCRIPTION

Job Title: Head of Department

Salary scale: Highly completive, commensurate with skills, knowledge and experience

Responsible to: SLT

Purpose of the post

a) Lead the development, management and strategic direction of the learning area
b) Be accountable for raising student achievement in the learning area
c) Raise standards of learning and teaching across the learning area
d) Raise standards of leadership across the learning area

In addition to the duties outlined in the latest School Teachers' Pay and Conditions Document, the following duties represent the main focus of the post holder:

Leadership & Management

- Lead the department by providing a professional, positive, pro-active and creative approach
- To participate in the appraisal process as a reviewee and, where appropriate, as a reviewer and to support staff in achieving their appraisal targets
- Support the School Leadership Team in implementing whole school policies
- Model effective learning and teaching
- Lead curriculum change
- Resolve conflict/difficulties between colleagues
- Promote the well being/morale of colleagues
- Manage staff career development
- Tackle underperforming teachers/colleagues
- Manage and delegate job roles within the learning area
- Manage departments/key stages within the learning area
- Manage and organise the technical support/administrative services where appropriate
- Represent the views of the learning area in different forums
- Ensure all colleagues are involved in learning area and whole school consultation
- Contribute to whole school strategic planning through completion of relevant parts of the SEF/SDP
- Manage the department's finances and resources
- Manage and organise the resources required to teach each subject area
- Plan and room the learning area's timetable
- Organise class/group lists
- To be aware of the health and safety of all members of the school community and to deal with or report any areas of concern immediately

Achievements and Standards

- Analyse baseline data and exam results to ensure students and staff are working towards aspirational targets
- Track and monitor individual students and different cohorts of students and make appropriate interventions to tackle under-achievement of students' work

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- Monitor the quality of achievement through sampling student work
- Ensure that benchmarking of students is implemented within the learning area
- Take responsibility for overall behaviour management within the learning area to ensure a safe, secure and structured learning environment

The Quality of Provision

- Ensure that schemes of work are in place that meet the academic needs of all students
- Lead departmental self evaluation
- Update departmental development plan (DDP) in the light of departmental self evaluation, whole school self evaluation and school development plan (SDP)
- Observe and review the quality of teaching in the learning area
- Encourage staff to share good practice
- Promote a stimulating learning environment which encourages students to learn
- Try to provide the latest learning resources for students and teachers
- Promote cultural entitlement through the provision of a broad range of enrichment activities including school journeys where appropriate

Professional/Personal Development and Well Being

- Develop a team ethos
- Provide opportunities for staff to discuss their own personal development and well being
- Ensure that staff are given a full range of teaching experience and allowed to develop different aspects of their teaching
- Induct new staff and beginner teachers
- Support staff in receiving appropriate CPD which meets the needs of both the individual, the learning area and the school
- Assist with the appointment of new staff
- Establish effective communication in the area through for example, the timely preparation of agendas, chairing of meetings and publication of minutes
- Support staff who may have to deal with challenging parents

Learners, Parents/Carers and Stakeholders

- To carry out any pastoral support roles (including being a tutor) as required
- Evaluate the views of students, parents and stakeholders and act on recommendations where appropriate
- Liaise with parents, carers and stakeholders in order to facilitate the flow of information about students
- Oversee links with specialist staff and units
- Oversee mentoring and coaching
- Make presentations to stakeholders

Other

- This job description does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.