



## **JOB DESCRIPTION – HEAD OF DEPARTMENT**

<b>Reports to:</b>	Designated Senior Leadership Team (SLT) Member
<b>Responsible for:</b>	Second in Charge (where relevant) Teaching Staff Other relevant personnel within the Department
<b>Line Manages:</b>	Subject Department

In response to a changing educational landscape, the school's expectations of the role of the Head of Department are high and challenging. As a Head of Department you will be required to think and act strategically within the school's overall vision; you will need to be self-starting, reflective and energetic; you are expected to model a can-do attitude to staff, pupils and parents; you need to be highly responsive and adaptable.

The St James' leadership competencies for the role of Head of Department are set out in a separate document and you should ensure that you have read and understand them – these are our expectations of this role at St James' Catholic High School. This document should be read in conjunction with the Job Description for classroom teachers, which contain common expectations for all teaching staff across the school.

### **KEY ROLES AND PURPOSE**

#### **LEADERSHIP**

- To lead overall provision within the department as well as undertaking strategic responsibility for the promotion and development of the department across the school
- To have strategic responsibility for leading, managing and developing the provision across all Key Stages.
- To advise SLT on curriculum issues pertaining to the department
- To take an active role in developing staff outside of your subject area, e.g. leading INSET, writing for the Teaching & Learning bulletin
- To lead and manage curriculum development in order to improve the quality of pupil learning; to raise standards of pupil attainment and achievement within the whole curriculum area; to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others, acting as a model of reflective practice, sharing and being open to best practice within and outside the department
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.

- To act as line manager for the 2i/c (where relevant), teaching and other staff within the Department, usually acting as their team leader for performance management. (this may vary according to size of department).

## **PLANNING AND CURRICULUM DEVELOPMENT**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the Department, in accordance with the School's mission statement.
- To ensure that the curriculum is appropriately re-sequenced and planned to enable its smooth transition to a blended learning environment.
- To give full support to the School's ethos and to develop pupils' positive attitude towards learning in accordance with the curricular policies determined by the Governing Body and Headteacher.
- To efficiently and effectively manage and deploy staff, financial and physical resources within the Department.

## **CURRICULUM PROVISION & DEVELOPMENT**

- To liaise with the designated SLT member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in line with school improvement priorities.
- To facilitate regular informal and formal regular assessment of pupil progress within the Department, including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results.
- To liaise with and support SLT and Heads of Pupil Learning in organising subject examinations and mock examinations in the appropriate years.
- To lead, initiate, encourage and co-ordinate curriculum development for the whole Department.
- To keep up to date with national and statutory developments in the subject/curriculum area(s) and with teaching practice and methodology.
- To lead, initiate, encourage and co-ordinate teaching strategies that promote and enable high quality learning.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the designed SLT member to maintain accreditation with relevant examination and validating bodies.

## **OPERATIONAL/STRATEGIC ROLES**

- The day-to-day management, control and operation of course provision with the Department, including the efficient and effective deployment of staff and physical resources.
- To actively monitor and evaluate pupil progress and respond appropriately, to ensure standards of attainment and achievement are raised consistently.
- To implement School policies and procedures.

- 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.
- With the Headteacher, SLT and other Heads of Department to assist in the whole School self-review, evaluation process and the development and implementation of the School Improvement Plan (SIP).
- Communicate and effectively liaise with teachers and support staff within your department and across the school.

## **RECRUITMENT, DEVELOPMENT AND DEPLOYMENT OF STAFF**

- To work with the relevant SLT member to ensure that staff development needs are recognised and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff (where relevant).
- To undertake Performance Management Review(s) and usually to act as team leader for staff within the Department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Organiser.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff and act as a positive role model.

## **QUALITY ASSURANCE**

- To lead on the process of monitoring and evaluation of the Department in line with School procedures, including evaluation against quality standards and performance criteria, implementing modifications and improvements where required.
- To ensure that the Department's QA procedures meet the requirements of whole school self-review and evaluation.
- To enable, promote and encourage the sharing of good practice within the Department and between Departments.
- To demonstrate excellence in classroom practice.
- To monitor the performance of subject/curriculum area(s) within the Department with the relevant subject specialist(s), to carry out an annual self-review and evaluation for each subject/curriculum area, and for the Department as a whole, including an analysis of examination results.
- To develop a Departmental Action Plan (DAP) in response to this evaluation and the key objectives of the SIP.
- To work, with members of the Department towards implementing the Departmental Action Plan and meeting the targets set within it.
- To establish common standards of practice within the Department and develop the effectiveness of teaching strategies in all subject/curriculum area(s).
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to these within the Department.

## **MANAGEMENT OF INFORMATION AND DATA**

- To evaluate and make use of performance data provided to improve the quality of teaching and learning in the Department.
- 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 on examination performance
- In conjunction with the relevant SLT member, to manage the Department's collection of data.
- To provide the Headteacher/Governing Body with relevant information relating to the Department's performance and development.
- To provide the Exams Officer with relevant, accurate information concerning the entry of pupils for public examinations.
- To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.

## **OTHER DUTIES**

- To undertake any other duties commensurate with the role as directed by your SLT link and/or the Head teacher.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, you will from time to time be asked to fulfil other tasks and duties in line with School Teachers' Pay & conditions as required. (see link below)
- Middle Leaders will be expected to comply with any reasonable request from Senior Leaders to undertake work of a similar level that is not specified in this job description.

The role of Head of Department is a key middle leadership position. Subject Leaders play a crucial role in ensuring that no child is left behind and that every young person has what they need to live their life to the full.

The Head of Department is expected to model at all times the personal and professional conduct set out in Part 2 of the Teachers' Standards and act in line with the St James' middle leadership competencies.

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