

Job Profile: Head of Department



Purpose: To serve the mission of St Paul's Catholic College by managing, developing and leading the department. To enhance the learning, teaching and outstanding outcomes in the curriculum area. To make a positive professional contribution to the happiness and success of the school community.

Salary: MPS / UPR + appropriate TLR according to post

Responsible to: appropriate member of the leadership team

The following job description is for the guidance of candidates as to the requirements of the post. It does not replace the 'Conditions of Service for Teachers' as set out by the DfE.

Overall Accountability within the curriculum area for:

- The provision of an appropriate, relevant and differentiated curriculum which allows for progression within and across key stages
- The quality of teaching, and the attainment, achievement, behaviour and safety of students
- The effective management of resources
- The leadership and line management of colleagues
- The successful delivery of the subject in a whole school context, integrating the Catholic ethos of the school and other priorities as appropriate
- The process of self-evaluation and development planning within the curriculum area

Main duties

Main duties within the curriculum area:

- To keep up to date with national and developments in the curriculum and in pedagogy, and to lead the evaluation and development of the subject
- To prepare and implement an assessment and feedback policy consistent with the school policy and to ensure that appropriate home learning is set and marked and accurate records kept on all students
- To lead the process of assessment for publicly examined courses in accordance with regulations, and to maintain accreditation with the relevant examination and validating bodies
- To co-ordinate with the College Leadership Team to ensure successful inclusion of, and appropriate support for, all students
- To ensure that teachers input and analyse academic data effectively, to inform teaching and learning, the setting of subject specific targets and targeted interventions for students or groups
- To communicate as necessary with parents, including attending relevant Parents' Meetings.
- To attend subject leaders' meetings as required and to brief subject staff members as necessary
- To ensure that the policies of the school are implemented by staff, and reflected in the department's own policies and practice
- To provide information as required by the school's timetabler, Examinations Officer, Data Manager or other support staff
- To assist in the recruitment, induction and ongoing professional development of new staff

- To coach, mentor and line manage members of staff, and hold regular meetings to ensure effective communication
- To ensure appropriate cover work is set in the event of a member of the subject's absence

Teaching:

- To undertake an appropriate programme of teaching and pastoral responsibilities in accordance with the standard classroom teacher job description, and to take a lead in being observed by colleagues.

Additional Duties:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- To lead appropriate extra-curricular activities
- To work collaboratively with other department staff to provide opportunities for students to excel outside their classroom activities.
- Maintain a visible, professional and high profile within the school

Other specific duties

- To continue personal professional development
- To engage actively in the appraisal process
- To undertake any other duty as directed by the Headteacher

Person Specification

- Commitment to supporting the distinctive nature of a Catholic school.
- Good levels of literacy and numeracy.
- Genuine desire to work for the good of young people.
- Ability to work effectively with a range of staff and parents.
- Excellent organisation skills.
- High level of initiative.
- Excellent communication skills.
- Commitment to working as a team player.
- Boundless enthusiasm and a positive outlook.
- Capacity to work very hard under pressure.
- Personal integrity and the drive to do what is best for the students.
- Sense of humour.
- Commitment to ensuring that St Paul's Catholic College becomes the best school in the country.

Education and Training

- Qualified Teacher Status (QTS)
- Experience of teaching the subject at KS3, KS4, A level and/or BTEC as appropriate
- A track record of Good or Outstanding teaching
- Evidence of appropriate ongoing professional development

Skills/Professional Qualities

- Good knowledge of current developments in pedagogy and in the curriculum
- High expectations of students' progress, outcomes and behaviour
- The ability to use technology effectively to inspire and engage students
- The ability to differentiate materials to meet the needs of learners
- Effective behaviour management strategies
- An understanding of how to use assessment to inform planning for good teaching/learning
- An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance

Leadership and Personal Qualities

- Vision for the development of the curriculum area
- Commitment to supporting the School's unique Catholic ethos
- Always prepared to put the students' needs first
- An effective, flexible and enthusiastic leader
- Confident in sensitively but assertively addressing under-performance
- Ability to listen and effectively communicate and negotiate with a variety of audiences
- Diplomatic, with the ability to develop and maintain effective relationships
- Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately
- A team player respected by others
- Energetic and enthusiastic with an excellent sense of humour
- A 'can do' positive approach: open and constructive, accepting of feedback and willing to learn
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities; a commitment to working with students from diverse backgrounds

Pastoral Care

- To deal with or report to an appropriate member of the leadership team, incidents which are seen or reported relating to student welfare.

Continuing Professional Development

- To take responsibility for personal professional development, in conjunction with your line-manager.
- To undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Other

- To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher.

Additional Information

- The post holder will be able to display flexibility to undertake reviews of responsibilities and tasks and be adaptable;
- The post holder will be required to work with a wide cross-section of stakeholders and therefore be able to work effectively within a team environment.

General

- St Paul's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an enhanced level.
- The post-holder should be aware of and comply with and assist with the development of policies and procedures relating to child-protection, confidentiality and data protection, and report any concerns to an appropriate person.
- The post-holder should be aware of and support difference and ensure equal opportunities for all.
- The post-holder is expected to support the overall ethos, aims and work of the college.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of an outstanding innovative school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

St Paul's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.