SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

JOB DESCRIPTION

Effective Date:

Post Title:	**Head of Department**
Post Holder	

MAIN PURPOSE OF JOB

To provide whole school leadership and relevant subject co-ordination on key issues

POSITION IN ORGANISATION

The post holder is accountable to the Headteacher.

Direct line management is carried out by the Deputy Headteacher (Learning).

MAIN ACCOUNTABILITIES

The Head of Department is the leader and professional manager of their team of teachers, responsible for the efficient and effective teaching of their subject and to the Headteacher for:

- the formulation of the aims and objectives of the Department;
- the development of the subject, both its long-term planning and effective day-to-day teaching;
- the development of the departmental staff, including contributing to Performance Management reviews and identifying appropriate training and INSET;
- representing the views and needs of the Department and liaising throughout the school;
- helping to maintain good order and an appropriate atmosphere for learning;
- leading the involvement of colleagues in the Department in the development and implementation of school policy;
- Performance management and the work of those teachers in the context of the overall ethos of the school;
- working with the support team to ensure effective teaching of SEN students, reviewing and reporting on their progress, best use of support;
- liaising with the ICT Co-ordinator to ensure the effective cross-curricular delivery of ICT and the use of the Virtual Learning Environment (VLE);
- contributing to the wider aspects of leading and school life.

General Duties

- Contribute to the development of school policy and to its implementation in the Department and the School as a whole
- Take responsibility for knowledge of the school's safeguarding and child protection policies and procedures, and demonstrate commitment to promoting and safeguarding the welfare of children and young people in line with these.

Specific Duties

- Co-ordinate the teaching of the subject.
- Chair regular Department meetings as appropriate and ensure that minutes are produced and distributed.
- To take direct responsibility for monitoring the quality of marking, planning, display and classroom learning within the context of the school's quality assurance and internal scrutiny procedures.
- Attend relevant school and borough meetings.
- Ensure that relevant education is offered throughout the school in line with current school policy and national developments, including the use of ICT to support and enhance teaching.
- Analyse available data to support monitoring and evaluation of curriculum provision and the work and performance of the Department. Make available information and support tutors in academic monitoring.
- Keep abreast of curricular developments. Be responsible for forward planning, determining syllabuses, introducing new courses and examinations.
- Seek to establish, maintain and update resources and materials suited to the Department's needs and allocate these appropriately.
- Take overall responsibility for ordering, keeping the Department's accounts and keeping an inventory of equipment.
- Ensure that homework is being set regularly and marked and entered into pupil diaries in line with school homework policy. A record of homework set must be maintained.
- Ensure that suitable work is set for classes when the usual teacher is absent.
- Support teaching staff on all organisational and disciplinary matters.
- Ensure that class registers are taken and kept.
- Take final responsibility for sanctions, such as detentions in the Department.
- Ensure a calm and organised movement of pupils about the Department and School.
- Establish appropriate assessment for homework, coursework, specified tests and school examinations.
- Be responsible for the professional production of subject reports by departmental staff and for departmental contributions to assessment.
- Be responsible for staff development and recognise individual and Departmental needs by appropriate INSET, delegation of duties and allocations of responsibilities.
- Define, in negotiation, the work of responsibility holders in the Department and support them in carrying out their duties.
- Produce the Departmental Handbook, Schemes of Work and the Department Review.
- Contribute to Primary School Liaison.
- Take responsibility for the Department premises.
- Take delegated responsibilities for Health and Safety within the Department.
- Ensure that Departmental staff are fully informed of school policy, understand it and carry it out.
- Where appropriate, be responsible for the work of ancillary staff in the Department.

The duties outlined above are in addition to those covered by the latest School Teachers' Pay and Conditions Document. They may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.

CONFIDENTIALITY

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

DATA PROTECTION
During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998.
SAFEGUARDING CHILDREN
In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust. You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.
HEALTH AND SAFETY
You are required to comply with the school's Health and Safety policy at all times.

Person Specification

Head of Department

	Essential	Desirable
Qualifications		
▪ Qualified teacher status in the UK (or recognised overseas equivalent)	√	
▪ Evidence of further qualifications		√
Knowledge and Skills		
▪ Relevant experience in the associated subject areas	√	
▪ Successful classroom teacher	√	
▪ Successful Ofsted experience		√
▪ Knowledge and experience of specialist school status	√	
▪ Knowledge of the National Curriculum and appropriate strategies for pupils to achieve success as relevant to this post	√	
▪ Excellent time management and organisational skills	√	
▪ Excellent interpersonal and communication skills, both written and spoken	√	
▪ Ability to work independently, take initiative and manage change	√	
▪ Competent ICT skills		√
Experience		
▪ Experience of working in a secondary setting	√	
▪ Experience of successfully managing a team	√	
▪ Experience of delivering INSET and training		√
▪ Experience of managing a budget		√
Personal Qualities		
▪ High quality communication skills	√	
▪ A sense of humour	√	
▪ A flexible and adaptable approach	√	
▪ A desire to continue to learn and develop within the professional role	√	
▪ The ability to manage and motivate others to perform and develop	√	
▪ Resilience and determination to be successful	√	
▪ Ability to work well under pressure	√	