# badge logoJob Description

## JOB TITLE: Head of Department

**REPORTS TO: Assistant Head Teacher**

**Purpose of Post**

The Head of Department is responsible for providing the strategic direction and development of the subject, leading and managing staff, the effective and efficient deployment of resources and securing and sustaining high quality teaching and learning in the subject.

**KEY CORPORATE ACCOUNTABILITIES**

To be committed to safeguarding and promoting the welfare of children and young people

To actively promote the Academy’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the Academy’s Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the Academy’s Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Principal, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

The main activities attributable to particular duties:

1. **Strategic Direction and Development of the subject**

**Within the context of The Academy’s aims and policies, the Head of Department is expected to develop and implement subject policies, plans, targets and practices.**

**In order to effect this, you will:**

* develop and implement policies and practices for the subject which reflect the Academy’s commitment to high achievement, effective teaching and learning;
* create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it;
* establish a clear, shared understanding of the importance and role of the subject in contributing to students’ spiritual, moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and experiences of adult life;
* use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those students;
* analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
* establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which:

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|  | * contribute to whole-school aims, policies and practices, including those in relation to behaviour, discipline, bullying and racial harassment;
* are based on a range of comparative information and evidence, including in relation to the attainment of students;
* identify realistic and challenging targets for improvement in the subject;
* are understood by all those involved in putting the plans into practice;
* are clear about action to be taken, timescales and criteria for success.
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* monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

**B. Teaching and Learning**

**As Head of Department you are expected to secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of students’ achievements and set targets for improvement.**

**In order to effect this, you will:**

* ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs;
* ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students;
* provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students;
* ensure effective development of students’ literacy, numeracy and information technology skills through the subject;
* establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement;
* ensure that information about students’ achievements in previous classes and schools is used effectively to secure good progress in the subject;
* develop and encourage cross-phase/liaison and liaison with appropriate professional bodies including representation at Thurrock Schools’ Curriculum Liaison meetings;
* set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching; establish clear targets for student achievement, and evaluate progress and achievement in the subject by all students, including those with special educational and linguistic needs;
* evaluate the teaching of the subject in the school, through half termly observation and monitoring of lesson plans, records, homework and assessments, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching;
* ensure effective development of students’ individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
* ensure that teachers of the subject are aware of its contribution to students’ understanding of the duties, opportunities, responsibilities and rights of citizens;
* ensure that teachers of the subject know how to recognise and deal with racial stereotyping;
* develop extra-curricular activities within and beyond the department designed to motivate and stimulate students’ interest in the subject;
* to set work for absent colleagues;
* establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing information about curriculum attainment, progress and targets;
* develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students’ wider understanding.

**C. Leading and Line Managing Staff**

**As Head of Department you are expected to provide to all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.**

**In order to effect this you will:**

* help staff to achieve constructive working relationships with students;
* establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
* sustain their own motivation and, where possible, that of other staff involved in the subject;
* appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s);
* audit training needs of subject staff;
* lead professional development of subject staff through example and support and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, L.E.A.’s subject associations;
* ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction;
* enable teachers to achieve expertise in their subject teaching;
* work with the SENCO and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students’ needs;
* ensure that the Principal, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans;
* produce, with the departmental staff, a Departmental Handbook which complies with the requirements of OFSTED and which is reviewed at least annually.

**D. Efficient and Effective Deployment of Staff and Resources**

**As Head of Department you are expected to identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.**

**In order to effect this, you will:**

* establish staff and resource needs for the subject and advise the Principal and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
* deploy, or advise the Principal of the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise;
* ensure the effective and efficient management and organisation of learning resources, including information and communications technology;
* maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
* use accommodation to create an effective and stimulating environment for the teaching and learning of the subject;
* ensure that there is a safe working and learning environment in which risks are properly assessed.