

SUBJECT LEADER JOB DESCRIPTION

Job title: Head of Department

Reports to: Head of Faculty

Date: 2017

1 Purpose of Job

- Be committed to supporting the achievement of all our young people in your department through their learning from 11-18 and beyond.
- Design and develop an outstanding, innovative and creative curriculum
- Develop, in all students and teachers, versatile skills and attitudes required for lifelong learning in a rapidly changing world.
- Ensure that teachers within the department are provided with high quality training opportunities, which enable them to be highly effective practitioners.
- Hold teachers to account for their performance.
- To ensure effective pastoral care of students in designated tutor groups
- To contribute to the wider success of the department, faculty and the college
- To promote and be involved in extra-curricular activities and the wider life of the college community

2 Main Areas of Responsibility (in addition to those of a Form Tutor)

- Demonstrate high levels of ambition and optimism regarding what the college and its students will achieve
- Set challenging targets for themselves and their team and monitor their progress closely
- Take full responsibility for all aspects of their area of operations by identifying areas for improvement and instigating action on their own initiative
- Promote the ethos and vision of the college
- Set and monitor team targets, within whole college targets. Intervene and act as appropriate to ensure that subject and whole college targets are met
- Identify subject development priorities and co-ordinate the writing and monitoring of the Subject Annual Development Plan
- Ensure the teaching of engaging and effective lessons that motivate, inspire and improve student attainment
- Ensure that all lessons in the department are well planned in accordance with the college's teaching and learning policy and that plans are both saved on the college network and available for monitoring in the classroom
- Ensure that schemes of work are developed, consistently implemented and regularly reviewed
- Ensure that students make good or outstanding progress towards individual, department and college targets
- Ensure that all students receive high quality formative feedback and that this is evident in the marking of books
- Provide leadership and direction in the use of data to inform planning, target setting and raising attainment
- Lead collaborative planning and development in the department and a professional dialogue informed by lesson observation
- Ensure that improvement initiatives are fully implemented at department level
- Ensure that teacher assessments are accurate and regularly moderated within the department and beyond
- Ensure that subject based intervention plans are implemented for under-achieving students
- Monitor and evaluate the quality of teaching and learning in the context of the college's self review framework
- Ensure that the department makes high quality provision for gifted and talented students, those with English as an additional language and those with special needs
- Ensure that all teachers in the department implement college behaviour policy faithfully and consistently
- Ensure that subject reports provide appropriate information regarding strengths, weaknesses and strategies for improvement
- Ensure that parents are kept well informed about issues concerning their children's learning

Lead, develop and enhance the teaching practice of others

- Line manage teaching staff and be responsible for their performance management
- Contribute to the development of the college improvement plan
- Lead the development and implementation of the department raising attainment plan in the light of the whole college plan
- Prepare and present budgets and bids to provide resources to enhance teaching and learning within the subject area; monitor the budget effectively
- Manage the department's human and physical resources and focus them on raising attainment
- Meet deadlines for the submission of assessment data, information, reports and other returns
- Organise professional development to meet the needs of department members
- Lead the department's contribution to school liaison and marketing activities
- Lead the development of effective subject links with partner schools and the Community
- Help plan and deliver consultation and marketing events for parents and the wider community
- Use meetings to share good practice, moderate, disseminate training and information
- Offer CPD to the team and across the college in an area of expertise identified with the line manager
- Provide regular opportunities for less experienced teachers to see you teach
- Embrace ICT as a resource for teaching, as a motivational tool for students' learning and to facilitate the progress of each student
- Lead, coach and support colleagues

Have accountability for leading, managing and developing the Department

- Communicate the college vision to members of the team
- Lead, motivate, support and develop all colleagues
- Be an agent for change, implementing whole college initiatives which support the raising of student attainment and achievement (including High Starters, AfL, varying learning styles)
- Lead innovation in learning by keeping abreast of subject developments, engaging with college-wide learning initiatives and leading these within the team
- Monitor subject and individual student targets and progress through assessment of planning, record keeping, marking, teaching progress, homework and assessment across the faculty, maintaining a central record of baseline and subject assessment data and targets to monitor the progress of students and the effectiveness of the team
- Ensure the smooth-running of all related examinations, through close liaison with the Examinations Officer
- Conduct an annual review of the curriculum offered at all levels
- Lead rigorous and effective department team meetings – identify the purpose, circulate an agenda and minutes
- Following each reporting cycle, check the standard of teachers' reports, review assessment data and co-ordinate follow-up across the subject in line with the report checking guidelines
- Following each student tracking session, review the outcomes and implement strategies as appropriate in line with the tracking checking guidelines
- Participate in recruitment and retention of teaching staff as required
- Contribute regularly to the college newsletter, including the submission of photos, and ensure that the relevant faculty and subject area is well represented in the newsletter
- Undertake specific faculty responsibilities, as discussed with the line manager

3 Line Management

- The line manager will be identified on appointment and will carry out the postholder's performance appraisal. Line management might change on an annual basis as a result of staff changes/post changes.
- Formal line management meetings will take place at least half termly and on an ad hoc basis at the request of either the line manager or the postholder.
- The Head of Department will also report to the relevant Year Leader for their form tutor responsibilities

4 Supervision

- The majority of this work will be undertaken entirely without supervision. Matters of policy are discussed as the need arises with the line manager.

5 Safeguarding Children

- The college is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- An enhanced disclosure will be sought through the Criminal Records Bureau as part of the pre-employment checking process.

6 Additional Information

- This job description is based on the national teacher standards.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the postholder.

7 Contracted Hours and Pay Scale

- Please refer to your current offer letter and contract.