**The Bicester School**

**Job Description**

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| **Post Title** | **Head of Department – Engineering, Resistant Materials & Construction** |
| **Key Functions**  **(for purposes of appraisal)** | 1. **Create and implement vision – to include department RAP, policies, timekeeping, leading monthly team meetings, professional dress, attendance, professional courtesy to staff, manage department budget.** 2. **Organise curriculum - including schemes of work and department resources** 3. **Maximise achievement – monitor and track pupil progress against targets, oversee department intervention programme; complete department reviews twice annually including exam analysis** 4. **Ensure high standards of student behaviour – support department colleagues, run detentions, department rewards scheme, liaise with parents** 5. **Build professional relations with team – set expectations, monitor teaching and learning through learning walks and observations, appraisal of team members, pupil work scrutiny, professional support to staff, classroom displays; attend and contribute to designated school meetings.** |
| **Reporting to** | Named SLT Link |
| **Responsible for** | Teaching staff, teaching assistants, and department support staff, if applicable. |
| **Salary Level** | MPS/UPS + TLR2 £4,881pa |
|  | **Main Duties and Fields of Accountability** |
| **Strategic Planning** | To establish and communicate a vision for the future development of the Department with a coherent set of aims and objectives, production of department RAP and department policies.  To undertake self-evaluation activities according to school policy and practice based on evidence and data.  To lead the development of an appropriate curriculum for all students providing rich learning opportunities in each Key Stage. |
| **High Standards of Teaching and Learning** | To set and meet high standards as a teacher, acting as a role model for others in the team.  To establish an ethos of high expectations and rigour throughout the department.  To lead in the development of pedagogy, including planning and leading training and developing a culture of professional learning and reflection.  To monitor the quality of teaching across the department through a range of approaches including regular learning walks and classroom observation, using the findings to promote improvement.  To monitor marking, assessment and feedback, ensuring that high professional standards are met.  To lead in the analysis of Performance data for the Department.  To ensure that the learning needs of all pupils are met and to liaise with the Inclusion team. |
| **Pupil progress** | Using national benchmarks, to set rigorous targets for students and groups of students in all Key stages.  To monitor progress and plan interventions where they are needed to ensure good outcomes.  To be accountable for standards and achievement in all Key stages, reporting to the Leadership Group and Governors. |
| **Pupil behaviour** | To implement The Bicester School’s Behaviour Policy  To support staff to ensure high standards of behaviour in the department. |
| **Knowledge/**  **Skills** | To maintain up to date knowledge of the curriculum, and of research and inspection findings.  To have knowledge of relevant school policies.  To have an understanding of the relevant statutory requirements.  To understand the strategic implications of ICT in the work of the team. |
| **Staffing** | To establish a climate of ambition and application in the team, supporting, guiding and motivating all staff in the Department to work to a common vision and purpose. To lead a programme of meetings which are focused on developing teaching and learning and achieve appropriate outcomes.  To hold others to account for their professional responsibilities.  To establish ways of working which are efficient, reliable and understood by the team.  To ensure that all Department members participate in a rigorous process of Appraisal and professional learning linked to the school and Department priorities.  To participate in recruitment and selection of new staff and their induction. |
| **Resources** | To deploy all resources effectively and efficiently, including being accountable for spending of delegated capitation.  To establish and maintain an environment conducive to high expectations and learning.  To ensure that Health and Safety standards are met and that all necessary risk assessments are carried out and documented. |
| **Additional Duties** | To play a full part in the life of the school, to support its ethos and development.  To comply with any reasonable request from a manager to undertake work of a similar level not specified in this job description. |
| **Safeguarding** | We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. |
| **Support** | The post holder is expected to continue in his/her own professional development.  Support in this role will be available through the leadership group line manager and the Headteacher. |

February 2018

Name: Signature: Date: