

**Job Description - Head of Department**

**General Duties:**

Everyone at Mark Hall Academy works to fulfil our **Rapid Improvement Plan**. All teachers must fulfil the **DfE Teacher Standards** at all times and, where appropriate, the **UPR standards.** You are required to carry out the duties of a schoolteacher as set out in the relevant sections of the latest **School Teachers’ Pay and Conditions Document.**

The Head of Department has the lead and responsibility for the effective running of the Department and the standards attained by students. A key aspect of this role is the strong leadership of this subject area, ensuring high quality Teaching and Learning in the classroom, innovative and creative practice and the use of resources, assessment to support learning and the use of language to support learning, which encourages high standards and expectations. The post holder will model good practice in all aspects of classroom practice.

**VISION & PURPOSE:**

* Contribute to the development and provision of the highest quality of education and student outcomes at Mark Hall Academy.
* To lead a particular subject or key stage within in a curriculum area/faculty.
* Make sure that young people of all abilities and backgrounds fulfil their potential.
* Engage all young people in interesting and engaging learning.
* Lead staff through a combination of challenge, accountability and support.
* Contribute to partnerships with outside organisations and agencies which positively influence the provision in the academy and its reputation and within the wider community.
* Promote a positive ethos across the academy based on the academy vision and the motto ‘Aspire, Endeavour, Achieve’.
* To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth.

**RESPONSIBLE FOR:**

* Facilitating and encouraging inspirational learning experiences in computing which provide students with the opportunity to achieve their individual potential and attainment.
* Raise the profile and success of your Department across the whole academy.
* Leading on the creation of SOW and lessons for key stage three computing, building into key stage four in the future.
* Teaching your subject across all key stages
* Contributing to the organisation of journeys and trips to broaden understanding
* Keeping your skills, and those of other colleagues, in delivering department lessons up to date.
* Assisting in the professional development and coaching of the team so that teaching typicality in the department is never less than ‘Good’.
* Liaising with external bodies to provide a balanced and enriched curriculum.
* Overseeing the academic progress of students throughout key stages ensuring that appropriate targets are set and monitored.
* Devise appropriate interventions for students who are failing to make the expected levels of progress.
* Ensuring there is an extensive range of extra-curricular and enrichment activities

**COMMON DUTIES:**

a) Collaborating with others charged with specific responsibilities, in the preparation and production of Schemes of Work and all appropriate lesson notes and assessment schemes.

b) Participating in the performance management systems operating within the Department and the Academy and adhering to the teaching and learning quality standards set by these systems.

c) Paying regard to personal and professional development, indicating such needs to relevant persons and taking up opportunities to meet these needs.

d) Careful planning and preparation for each individual lesson, according to agreed lesson plan format, including ensuring that equipment and resources needed for lessons are available in the classroom.

e) Ensuring that classwork and homework tasks given to students are properly differentiated

f) Keeping a record of student attendance for each lesson.

g) The setting and recording of classwork and homework completed by each class and each individual in each class as appropriate, in accordance to the Schemes of work and in line with Curriculum Area and Academy Policy.

h) Carrying out and recording of Assessment of and for Learning, in line with Academy Policy and Practice.

i) Ensuring that orders to the technician for the supply of equipment for a lesson, or series of lessons, have been placed

i) in the appropriate manner

ii) in the agreed time frame

j) Familiarisation with all prior performance, ability profile and target information available on individual students, teaching groups and cohorts.

k) Ensuring that standards of classroom management and student behaviour allow maximum effective teaching and learning.

l) Familiarisation and adherence to Academy Policy and Practice on Attitudes to Learning (Rewards and Sanctions).

m) Familiarity and adherence to the Academy's Policy on SEND and ensuring the effective/efficient deployment of classroom support

n) Familiarisation with the detailed information on any SEND student within a teaching group and adherence to any guidance contained within an IEP.

o) Keeping a separate record of progress of any SEND student within a teaching group and contributing to SEND review procedures.

p) Familiarity with and adherence to the Academy Policy on Health and Safety, the appropriate codes of practice issued by external bodies and risk assessments for particular activities within the Scheme of Work.

q) Responsibility for maintaining, to a high standard, the appearance of furniture and fittings in a classrooms

r) Responsibility for a high standard of display (including students' work) in classrooms

r) Responsibility for ensuring that equipment is looked after, is in safe working order and any faults are reported immediately.

**PASTORAL:**

* To be a Home Group Tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the Home Group as a whole.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* To contribute to the preparation of Action Plans and progress files and other reports.
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
* To participate in after-hours activities with students.
* To contribute to PSHCE and CEIAG Education and other Enrichment Experiences according to Academy policy.
* To ensure the Behaviour Management systems (Culture for Learning) is implemented consistently in the subject area so that effective learning can take place.
* To contribute to and implement the Academy policy on rewards and support taking responsibility for student behaviour.
* To make referrals for student support through the Assistant Principal for the subject area and attend panel meetings where required.
* To monitor student attendance and punctuality together with students’ progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary.

**GENERAL RESPONSIBILITIES:**

1. To fulfil the general duties of a main scale teacher.

2. To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

**PERFORMANCE MANAGEMENT:**

Participating in the Academy’s arrangements for performance management, professional development and the Academy’s arrangement for quality assurance and internal verification.

**CONTEXT:**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring Service check to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offender 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.**

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.

**Notes:**

* The duties may vary to meet the changing demands of the school at the reasonable discretion of the Principal.
* This job description does not form part of the contract of employment: however it has contractual implications. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.
* The duties outlined above will be reviewed at the time of the annual performance management review.