**JOB DESCRIPTION**

**POST: Head of Department**

**REPORTING TO: Senior Leadership Team**

**JOB PURPOSE**

You will be part of the Middle Leadership Team with team responsibility for supporting the development of the vision and for joint strategic planning and operational delivery of curriculum, teaching and assessment.

You will contribute to the Academy Development Plan and the academy self-evaluation form.

You will promote the highest standards of teaching and learning within your curriculum area, share best practice with other curriculum areas and develop the whole academy model for outstanding practice.

You will develop a curriculum which emphasises and supports our specialism through reference to elements of the culture, history and science of Spanish-speaking countries

You will be responsible for the financial and resource management within your curriculum area as well as the performance management of your team.

You will liaise with E-ACT’s education team to ensure that the academy is contributing to and following best practice across the group.

**KEY RESPONSIBILITIES**

1. To assist in the development of the vision/values and principles of the academy to ensure an outstanding education is available to all students.

2. To support the strategic management of the academy through the development, management and evaluation of the effectiveness of policies, projects and programmes.

3. To ensure effective supervision and performance management arrangements are in place for your team.

4. To work with your line manager to complete your Curriculum Area Reviews when required.

5. To promote ethnically sensitive and anti-discriminatory practice and ensure that equal opportunities and health and safety policies and procedures are fully integrated into the work of the academy.

6. To work with the Academy Leadership Team, to ensure that they receive information and reports as required, in particular as pertaining to the delivery of your curriculum and the performance of your team.

7. With other members of the middle leadership team, to engage with students to explore their views on their learning experiences at the academy.

8. To be mindful of the emotional well-being of staff within your team and to engage positively with our community of students and families

9. To take on broader middle-leader responsibilities which are agreed with the Principal once the full middle leadership team has been appointed.

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

*The Regional Directors and Head Teacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.*

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

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|  | **Essential** | **Desirable** |
| **Qualifications** | Degree or equivalent  Qualified Teaching Status | Evidence of continuous INSET and commitment to further professional development |
| **Experience** | Experience of secondary school teaching across the age and ability range  Experience working in a challenging environment  You will have the proven capacity to lead and inspire a team of enthusiastic and talented teachers, who are dedicated to securing the highest levels of success for our students. | Experience of Teaching across the whole Primary/secondary age range. |
| **Knowledge and understanding** | Knowledge and understanding of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);  Statutory National Curriculum requirements at the appropriate key stage;  Monitoring, assessment, recording and reporting of pupils’ progress;  Knowledge and understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;  the positive links necessary within school and with all its stakeholders;  Effective teaching and learning styles.  Knowledge of the particular requirements of delivering education to pupils with AEN/SEN, very able, LAC or who have other particular individual needs.  Understanding of multicultural education and other issues related to ensuring that  classroom organisation and practices is not discriminator | A sound understanding of recent developments in the Primary school curriculum |
| **Skills** | The Class Teacher will be able to:  promote the school’s aims positively, and use effective strategies to monitor motivation and morale;  develop good personal relationships within a team;  establish and develop close relationships with parents, governors and the community;  communicate effectively (both orally and in writing) to a variety of audiences;  create a happy, challenging and effective learning environment. | In addition, the Class Teacher might also be able to:  develop strategies for creating community links. |
| **Personal characteristics** | Ability to plan and prepare programmes of work, appropriately differentiated, for the delivery of the curriculum to pupils at the academy  Excellent inter-personal skills  Outstanding time and task management skills.  Ability to work under pressure and to deadlines.  Can use data effectively in setting targets and understanding pupil progress. |  |