

Ipswich High School: Job Description

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| Role | Head of Department |
| Job Purpose | Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy. |
| Accountable to: | The Head via the designated line manager (e.g. Head of Faculty/ member of SLT). |
| Responsible for: | (staff supervised) |
| Accountabilities (in addition to those required of a qualified teacher) | <ol style="list-style-type: none"> 1. Policy/Strategic direction and development <ol style="list-style-type: none"> a. Contribute to whole school policy-making and strategic planning as required by the Head. b. Prepare, monitor and update annual departmental plans in consultation with colleagues. c. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans. 2. Leadership & management of others <ol style="list-style-type: none"> a. Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained. b. Empower members of the department to develop their leadership potential to ensure continuous improvement within the department. c. Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department. d. Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented. 3. Teaching and learning <ol style="list-style-type: none"> a. Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school. |



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| | <ul style="list-style-type: none">b. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.c. Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.d. Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.e. Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.f. Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.g. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as school productions and activity days. <p>4. Extra-curricular activities</p> <ul style="list-style-type: none">a. Actively promote interest in the subject outside the immediate physical and timetabled confines of the department. <p>5. Marketing and external links, including public occasions</p> <ul style="list-style-type: none">a. Actively promote the department within the school community to encourage pupils' interest in the subject area.b. Contribute to the positive promotion and marketing of the School in the local and wider community.c. Lead the department's contribution to marketing events and external links. <p>6. Management of resources</p> <ul style="list-style-type: none">a. Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.b. Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.c. Ensure that all resources are fit for purpose and used in accordance with the School's health and safety guidelines. |
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| | <p>7. Monitoring, evaluation & assessment</p> <ul style="list-style-type: none"> a. Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching. b. Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained. <p>8. Training & development of self and others</p> <ul style="list-style-type: none"> a. As a lead professional set personal targets and take responsibility for own continuous professional development. b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development. |
| <p>General requirements</p> | <p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the School's Council Regulations.. i. Undertake other reasonable duties related to the job purpose required from time to time. |
| <p>Review and Amendment</p> | <p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p> |

Person Specification

Skills Required

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| Leadership skills: the ability to lead and manage people to work towards a common goal | Essential |
| Decision making skills: the ability to solve problems and make decisions | Essential |
| Teamwork: the ability to work collaboratively with others | Essential |
| Communication skills: the ability to make points clearly and understand the views of others | Essential |
| Self-management skills: the ability to plan time effectively and organise oneself well. | Essential |

Knowledge Base

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| Excellent professional knowledge and understanding | Essential |
| Excellent subject knowledge | Essential |
| Understanding of national and examination curricular requirements of the subject. | Essential |
| Up to date with professional developments in the subject and other aspects of education | Essential |

Qualification/Attainment

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| Qualified teacher status | | Essential |
| Good honours degree | First or upper second | Essential |
| Post graduate qualifications | Masters degree/ post graduate diplomas | Desirable |

Experience

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| Experience as a subject teacher covering KS3-5 | Essential |
| Experience of teaching A level and GCSE in the subject for at least 2 cycles. | Essential |
| Experience of organising or participating in extra-curricular activities. | Desirable |
| Experience of participating in or leading a whole school initiative | Desirable |
| Experience of a management role e.g. as deputy Head of Department | Essential |

Attitude/approach

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| Ability to enthuse children and adults | Essential |
| Possess a positive attitude and approach to change and development | Essential |
| Flexible and firm with the ability to know when to be either | Desirable |
| Enjoy rising to the challenges inherent in a school environment | Essential |
| Lifelong learner | Essential |