IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL

Ipswich High School: Job Description

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)	1. **Policy/Strategic direction and development** 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** 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** a. Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school.

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.

4. **Extra-curricular activities**

a. Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.

5. **Marketing and external links, including public occasions**

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.

6. **Management of resources**

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.

	7. **Monitoring, evaluation & assessment** 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. 8. **Training & development of self and others** 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.
General requirements	All school staff are expected to: 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.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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Person Specification

Skills Required

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

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

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

Experience

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

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