

Job Description: Assistant Head of Department

Reports to: Head of Department

Pay Scale:

Working hours: 37.5 Hours Per Week, Term Time Only

Job Purpose:

The Assistant Head of Department supports the Head of Department in managing the operational activities of the department 11-19 to ensure that all areas are managed effectively to the highest standards set at national, local and MAT level. The Assistant Head of Department also supports the Head of Department with the strategic leadership of the department.

Principal Responsibilities:

Working with other relevant teachers:

- Identify appropriate student targets for achievement
- Monitor student standards and achievement against annual targets
- Monitor planning, curriculum coverage and learning outcomes
- Lead evaluation strategies to contribute to overall school self evaluation
- Plan and implement strategies for improvement in areas of identified need
- Ensure that relevant achievement targets are met
- Maintain personal expertise and share this with others
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement, in line with Quality Assurance procedures as set out by the senior team
- Plan and implement strategies to improve teaching in areas of identified need
- Induct, support and monitor new staff
- Act as an Appraiser and/ or Line Manager for identified teachers
- Accountability for leading, managing and developing a subject or curriculum area or student development across the curriculum area
- Identify relevant school improvement issues
- Define and agree appropriate improvement targets
- Co-ordinate CPD needs and opportunities
- Evaluate the impact of all improvement activities on the quality of teaching and learning
- Attend meetings and training in addition to those required of all teachers as required
- Provide the senior leadership team with relevant subject, curriculum area or student performance information

General Accountabilities:

- Be responsible for one's own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.

- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

