

JOB DESCRIPTION

JOB TITLE	Head of Department
GRADE BAND	MPS – UPS + TLR
RESPONSIBLE TO	Principal
DEPARTMENT	As Advertised

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE
<ul style="list-style-type: none"> • To lead the Academy vision in and through your specialist department. • To be accountable for student achievement (11-19) for your subject. • To manage teachers, ensuring they deliver consistently good or better lessons enabling students to make expected progress. • To develop and lead an exciting curriculum which enables the highest level of student progress and attainment. • Ensure efficient and effective deployment of staff and resources. • Ensure classrooms offer safe, creative and inspiring learning environments, ensuring risks are properly assessed. • To interact on a professional level to contribute to the wider development of the Academy.

MAIN TASKS, DUTIES & RESPONSIBILITIES

- Ensure effective collaboration by active encouragement, promotion and leadership.
- Contribute significantly to effective whole school collaboration.
- Collaborate effectively with SEND and Pastoral teams to support positive student outcomes.
- Participate in regular Line Management meetings as directed.
- Put in place measures and staff support to ensure student progress and attainment.
- Lead, oversee and promote effective self-evaluation practices
- Rigorously measure and monitor the quality of teaching and learning and ensure that it is never less than good
- Through effective self-evaluation, regularly identify strengths, where improvements have been made and areas still in need of development and share this appropriately.
- Devise and maintain a Department Improvement Plan underpinned by the School Strategic Plan.
- Strategically lead actions designed to improve outcomes for all students in your specialist subject.
- Lead, monitor and develop innovative practices across the Department and the wider Academy.
- Intervene with immediate impact where teaching and learning falls below expected standards.
- With other HoDs, strategically lead on the promotion and development of initiatives to improve teaching and learning across the school.
- Ensure that best practice in teaching in learning across all key stages is shared by promoting and sharing common styles of learning.
- Lead, monitor and develop appropriate, effective intervention strategies to tackle any underachievement.
- Monitor and review incidents of poor behaviour and maintain high standards of discipline.
- Ensure that an effective and appropriate rewards system is in place to support success and promote excellence.
- Communicate issues linked to the welfare of students with SEND and Pastoral Teams to ensure that full support to ensure that positive student outcomes can be realised.
- Keep fully up to date with all curriculum changes and innovations in teaching and learning that will affect the Department.
- Lead on curriculum developments across the Department, ensuring appropriate personal pathways for all students.
- Share expertise in the curriculum developments of the Department with the whole Academy through appropriate pathways and ensure data and other information is communicated regularly to relevant colleagues.
- Ensure that parents, community members, Governors and other stakeholders have a positive view of the Department and understand its vision.
- Play a full and active part in the life of the Academy, taking a lead in supporting celebration events and extra-curricular activities.
- Attend after-school evenings to promote the school and Department as required.
- Ensure that appropriate Department links are made with Primary Schools, community groups and local businesses where appropriate.
- Lead the Performance Management in the subject Department.
- Lead and actively promote appropriate professional learning opportunities.
- Encourage sustainable, distributed leadership at all levels.
- Incorporate succession planning into the strategic direction of the Department.
- Effectively lead the deployment of teaching staff, coordinate allocation of support staff and distribution of physical and financial resources to support the teaching and learning.
- Significantly contribute to and have expert knowledge of all school policies and ensure compliance in these policies from all members of your team.

- Take ultimate responsibility in ensuring all day-to-day management issues within the Department are resolved, including ensuring appropriate arrangements are made for absent colleagues.
- Keep fully up to date of the staffing requirements within the Department, ensure these are shared with ALG link and significantly contribute to the appointments and promotion of staff.

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Qualified Teacher Status	E	X	
Assessed as a good or outstanding teacher	E	X	
Relevant specialist qualifications and experience in your subject specialism	E	X	
Evidence of continuing professional development	E		X
Experience and Knowledge			
Thorough knowledge and understanding of the curriculum requirements and developments within your subject specialism	E	X	X
Evidence of commitment to the principles and policies of equal opportunities	D		X
Secure knowledge and understanding of a range of assessment for learning strategies	E		X
Secure knowledge and understanding of how to make effective personalised provision for all students, including those for whom Humanities is an additional language and students who have special educational needs	E	X	X
Skills and Abilities			
Ability to use assessment to raise standards of achievement	E	X	X
Ability to teach KS3, KS4	E	X	X
Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice	E		X
Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners	E		X
Ability to design opportunities for learners to develop their literacy and thinking and learning skills within your subject area	D		X
Values and Behaviours			
Good communication skills	E		X
Contacts and Relationships			
Senior Leadership Team			
Department			
Parents			

Physical, Mental and Emotional Demands			
Special Requirements			