

## **JOB DESCRIPTION**

**HEAD OF DEPARTMENT: TLR2b**

**SEPTEMBER 2017**

**Impact Statement:** secure high quality teaching and learning within the department and effective use of resources to improve educational outcomes for all students so that each achieves his or her full potential.

**LEVEL OF RESPONSIBILITY:**

TLR2b

**LINE MANAGER:**

Deputy Headteacher (Curriculum)

### **LEADERSHIP RESPONSIBILITY:**

- Lead and manage: The learning and development of students within the department

### **CORE RESPONSIBILITIES:**

- Realise the school's ethos and vision.
- Be responsible for the development, implementation, review and evaluation of the DIP.
- Quality assurance to uphold the highest standards of work and conduct of students and staff in the department.
- Maintain a high quality learning environment within the department.
- Uphold the pastoral care, discipline and behaviour of students to ensure that they feel safe, secure and valued.

### **SPECIFIC RESPONSIBILITIES:**

- Oversee the department's curriculum and continually review the impact of the learning experiences offered to ensure lessons (including homework) are appropriate, engaging and relevant to student learning needs.
- Set, observe and maintain high standards for Burgate lessons (the non-negotiables) in the department and in this act as a role model: 'setting the standard'
- Monitor and track the progress of all students; identifying underachievers and implementing measures to support them, in particular disadvantaged students
- Undertake lesson observations and work scrutinies to ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students
- Deliver effective support and guidance to the department team to help them to improve the quality of teaching and learning in their lessons.
- Regularly moderate assessment and marking procedures to ensure accuracy and consistency of all teachers in the team
- Inform and advise the Leadership team on all matters related to the department through fortnightly 1:1 meetings with LT Lead.
- Assess new students on their admission to the school to ensure they are placed in appropriate classes and that their induction runs smoothly

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher.

Scale: TLR2b (£4,467)

Total non-contact time allowance: circa 10/55 hours per two weeks