Job Description: Head of Department

The following job description is for the guidance of candidates as to the requirements of the post. It does not replace the 'Conditions of Service for Teachers' as set out by the DfE.	
PURPOSE:	To play a major role under the auspices of the Governing Body/Headteacher and under the overall direction of a member of the Senior Leadership Team in enhancing the learning and teaching experience for students within the subject.
RESPONSIBLE TO:	A Head of Faculty
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	TLR 2a
WORKING TIME:	As set out in the 'Conditions of Service for Teachers' as presented in the 'School Teachers Pay and Conditions' document published by the DfE.

Summary of Responsibilities

Overall Accountability within the curriculum area for:

- The provision of an appropriate, relevant and differentiated curriculum which allows for progression within and across key stages
- The quality of teaching, and the attainment, achievement, behaviour and safety of students
- The effective management of resources
- The leadership and line management of colleagues
- The successful delivery of the subject in a whole school context, integrating the Jewish ethos of the school and other priorities as appropriate
- The process of self-evaluation and development planning within the curriculum area

MAIN DUTIES

Main duties within the curriculum area:

- To keep up to date with national and developments in the curriculum and in pedagogy, and to lead the evaluation and development of the subject
- To prepare and implement an assessment and feedback policy consistent with the school policy and to ensure that appropriate home learning is set and marked and accurate records kept on all students
- To lead the process of assessment for publicly examined courses in accordance with regulations, and to maintain accreditation with the relevant examination and validating bodies
- To co-ordinate with the Director of the PSRP (special resource provision) and the Director of Inclusion to ensure successful inclusion of, and appropriate support for, all students
- To ensure that teachers input and analyse academic data effectively, to inform teaching and learning, the setting of subject specific targets and targeted interventions for students or groups
- To communicate as necessary with parents, including attending relevant Parents' Meetings.
- To attend subject leaders' meetings as required and to brief subject staff members as necessary

- To ensure that the policies of the school are implemented by staff, and reflected in the department's own policies and practice
- To provide information as required by the school's timetabler, Examinations Officer, Data Manager or other support staff
- To assist in the recruitment, induction and ongoing professional development of new staff
- To coach, mentor and line manage members of staff, and hold regular meetings to ensure effective communication
- To ensure appropriate cover work is set in the event of a member of the subject's absence

Teaching:

- To undertake an appropriate programme of teaching and pastoral responsibilities in accordance with the standard classroom teacher job description, and to take a lead in being observed by colleagues.

Additional Duties:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- To lead appropriate extra-curricular activities
- To work collaboratively with other Faculty staff to provide opportunities for students to excel outside their classroom activities.
- Maintain a visible, professional and high profile within the school

Other Specific Duties:

- To continue personal professional development
- To engage actively in the appraisal process
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Head of Department

Education and Training

- Qualified Teacher Status (QTS)
- Experience of teaching the subject at KS3, KS4, A level and/or BTEC as appropriate
- A track record of Good or Outstanding teaching
- Evidence of appropriate ongoing professional development

Skills/Professional Qualities

- Good knowledge of current developments in pedagogy and in the curriculum
- High expectations of students' progress, outcomes and behaviour
- The ability to use ICT effectively to engage students
- The ability to differentiate materials to meet the needs of learners
- Effective behaviour management strategies
- An understanding of how to use assessment to inform planning for good teaching/learning
- An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance

Leadership/Personal Qualities

- Vision for the development of the curriculum area
- Commitment to supporting the School's unique Jewish ethos (there is no requirement or need for applicants to be Jewish)
- Always prepared to put the students' needs first
- An effective, flexible and enthusiastic leader
- Confident in sensitively but assertively addressing under-performance
- Ability to listen and effectively communicate and negotiate with a variety of audiences
- Diplomatic, with the ability to develop and maintain effective relationships
- Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately
- A team player respected by others
- Energetic and enthusiastic with an excellent sense of humour
- A 'can do' positive approach: open and constructive, accepting of feedback and willing to learn
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities; a commitment to working with students from diverse backgrounds