

JOB DESCRIPTION

Post: Head of Department

Responsible to: Principal/ Vice Principal / Assistant Vice Principal

Post Holder: Vacant

Main Purpose of the Role

- To lead, inspire and support the department to secure effective teaching and learning
- To be accountable for student progress and development across the Department, ensuring that teaching & learning across the Department is at least good
- To raise standards of student attainment and achievement, ensuring students achieve in line with school expectations and some exceeding them.
- To raise the profile of your subject within the curriculum, wider academy, out in the community and to our feeder primary schools.
- To ensure the wellbeing of students through effective behaviour management within the Department
- To ensure effective quality assurance in all areas of Department practice
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum within the Department
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.

In addition a Head of Department fulfils the general professional duties of a teacher specified in the Conditions of Employment, School Teachers Pay and Conditions Document and Teachers Job Description

Head of Department is also accountable for specific responsibilities to be directed by their line manager.

Departmental Operation & Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching & learning strategies across the Department
- Ensure robust Department procedures for monitoring and following up of student progress
- Complete Self Evaluation to inform Department Action Plans
- Ensure health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and the AET Health and Safety Policy
- Lead the direction of E Learning and application of ICT in the designated area
- Implementing Academy Policies and Procedures

Curriculum Provision & Development

- Liaise with the Vice Principal (Curriculum & Achievement) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy Improvement Plan
- Being accountable for the development and delivery of the curriculum within the Department
- Lead curriculum development for subjects within the Department.

Staffing

- Responsible for day to day management of staff within the Department through effective line management. Including aspects of induction, probation, attendance management, stress management, appraisals and pay recommendations.
- Participate in all aspects of the recruitment process
- Ensure the efficient and effective deployment of the area's technicians/support staff as appropriate
- Ensure appropriate cover is set within the Department in case of Teacher absence, liaising with relevant staff to secure appropriate cover within the Department.

Management Information & Data

- Ensure the maintenance and collection of accurate and up-to-date information concerning the Department as required by the Academy systems to inform Academy reporting milestones
- Identify and taking appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken Monitoring and recording the marking of class work and course work of all staff within the designated area on a regular basis
- Assisting in the production of reports on examination performance

Communications & Marketing

- Ensure effective communication/consultation with the all stakeholders
- Ensure the Department contributes to Academy publications
- Lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events
- Actively promoting the development of effective subject links with external agencies

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- Work with the Vice Principal (Curriculum & Achievement) to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Professional Development

- Keeping up to date with research and developments in pedagogy and in any subjects taught, raising, when appropriate, issues with the Assistant Vice Principal for Teaching and Learning
- Evaluate their own teaching and management practises critically and use this to improve their effectiveness
- Building up a thorough understanding of their professional responsibilities in relation to school policies and practices
- Participating in and contributing to Academy CPD opportunities
- Setting a good example to the students they teach in their presentation and their personal conduct

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the

Employment.

- This job description states duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal
5. There may be occasions when it will be necessary to cover other Administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. The Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION

Post: Head of Department

Responsible to: Principal/ Vice Principal / Assistant Vice Principal

Post Holder:

The Academy's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CRITERIA	STANDARD	E/D	MEASURED BY
Qualifications	A graduate in a relevant discipline	E	Application form
	To hold a teaching qualification that is recognised by the DFE	E	Application form
	To have evidence of continuing and recent professional development relevant to the post	E	Application form

	recent experience of successfully managing and leading staff	E	Application form/ Interview
	Has taken part in successful initiatives to raise standards and improve student outcomes	E	Application form/ Interview
	Has monitored pupil performance and their own performance effectively	E	Application form/ Interview
	Has monitored staff performance effectively	E	Application form/ Interview
Knowledge	Knowledge of specialist subject across all key stages	E	Application form/Interview
	Knowledge and understanding of the characteristics of high quality teaching and learning and of strategies to raise standards	E	Application form/Interview
	Knowledge of the most effective strategies for AfL	E	Application form/Interview
	Has contributed towards Departmental Development Plans to raise standards of achievement	D	Application form/Interview
Management	Has vision and forward thinking	E	Application form/Interview
	Is able to plan, prioritise and organise and can see through plans to completion	E	Application form/Interview
	Is a team player who can support, lead and motivate staff	E	Application form/Interview
	Is able to monitor a budget and manage resources effectively	E	Application form/Interview
	Has knowledge of current developments within target setting	D	Application form/Interview
	Has shared good practice in teaching and learning within the department and in other departments	D	Application form/Interview
Teaching	Evidence of recent good classroom practice, resulting in quality of teaching proven to be consistently good or better.	E	Application form/Interview/Lesson Observation

	Understanding of effective and engaging teaching methods	E	Application form/Interview/ Lesson Observation
	The ability to engage, enthuse and motivate students	E	Application form/Interview/ Lesson Observation
	Experience of the use of ICT to enhance the teaching and learning processes	D	Application form/Interview/ Lesson Observation
Assessment	An understanding of the use of assessment to inform planning	E	Application form/Interview
	Evidence of improved student outcomes	D	Application form/Interview
	The ability to monitor student progress through the use of ICT	E	Application form/Interview
Planning	The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students	E	Application form/Interview/Lesson Observation
	The ability to set consistently high expectations for all students through class work and homework	E	Application form/Interview
	A willingness to be involved in extended curriculum opportunities in the subject area	D	Application form/Interview
Skills	Ability to produce accurate work to tight deadlines under pressure	E	Application form
	Ability to communicate clearly in writing and orally a variety of audiences	E	Application form/ Interview
	Ability to be able to deal sensitively with pastoral issues relating to staff and students	E	Application Form/ Interview/Lesson Observation
	ICT skills that reflect the impact of technology on today's classrooms	E	Application form/ Interview
Attitude	Commitment to the Academy's aims, ethos and vision	E	Application form/Interview

