**THIRDS IN DEPARTMENT**

**JOB DESCRIPTION**

# The Purpose of the Post Thirds in Departments

*The Thirds in Department support the work of their Head of Department in raising standards within the department. They play a central part in helping to implement agreed aims and objectives for the department through their leadership of colleagues and students.*

## Key Duties

In addition to the responsibilities of being a teacher and a tutor, Thirds in Departments will have specific duties as negotiated with their Head of Department. The duties and responsibilities which Heads of Departments may decide to delegate to their Thirds in Department may include any combination of all or some of the following:

* Contributing to the writing of the department’s self-evaluation and improvement plan
* Monitoring the progress of students, perhaps in a particular Key Stage or subject area, and implementing interventions as necessary
* Taking responsibility for exam entries for all or some Key Stages/subject areas
* Contributing to the allocating of students into teaching groups.
* Being responsible for the discipline and welfare of students in the context of the department
* Performance managing one or more members of staff as required by the performance management structure
* Contributing to the monitoring the work of other staff who teach in the department, including the quality of their teaching and marking
* Supporting the development of meaningful schemes of work within the department, which deliver at appropriate levels across all ages and abilities, perhaps taking responsibility for a particular Key Stage or subject area
* Supporting other staff on the appropriate methodology and resources to realise departmental aims and educational ideology as necessary
* Leading on any special project or aspect of the department’s development.