Encouraging
Nurturing
Respectful
Inspiring
Creative
Happy

TREVELYAN MIDDLE SCHOOL – Job description

Job title	Head of Department
Line managed by	Senior Leader

JOB PURPOSE

- Provide professional leadership and management of the department, raising standards of learner attainment, achievement and well-being through monitoring and supporting learner progress across curriculum and pastoral structures of the school in accordance with the strategic plan.
- Support the ethos and aims of Pioneer educational Trust

KEY AREAS OF IMPACT

The following key areas of impact are to be conducted in addition to those of the subject teacher.

Strategic Direction:

- Lead the development and implementation of policies and practices for monitoring learner attainment, achievement and well-being which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies;
- Actively monitor and follow up progress of learners within the department;
- Monitor and evaluate systems within department to evaluate effective teaching and learning;
- Contribute to the strategic school's development plan through the development, implementation and review of the departmental SEF;
- Contribute significantly to the development of learning to learn across the department and school.

Teaching and Learning:

- Monitor academic progress and prepare intervention strategies to tackle underachievement including managing behaviour;
- Contribute to the design and development of a curriculum provision for learners within the department to reflect personalised learning, assessment for learning and skills development, including monitoring, evaluating and reviewing as appropriate;
- Ensure that teachers are aware of the needs of inclusion of all pupils and groups;
- Lead curriculum development for the department;
- Promote and support the development of learning to learn across the department;
- Develop, monitor, evaluate and review systems in the department for recording individual progress leading to effective and appropriate intervention;
- Lead the analysis of a range of learner performance data (including value-added) in the department, using this to inform target setting and departmental development planning;
- Ensure schemes of work are developed and implemented appropriately;
- Monitor attendance and behaviour of learners in the department in accordance with school policy, taking appropriate action (in liaison with subject teacher) including contacting parents;
- Actively promote the development of effective subject links within and across the departments, between partner schools and with the wider community (locally, nationally and internationally).

Leading and Managing Staff:

- Create, maintain and enhance effective relationships with all stakeholders including parents

- Participate in the recruitment and selection of teaching and support staff as required and to ensure effective induction of new staff in line with School procedures;
- Develop the subject team and individuals through performance management to enhance outcomes;
- Plan, delegate, monitor and evaluate work carried out by team and individuals;
- Support the trust's workload strategy;
- Create a positive climate for learning with the highest expectations of behaviour.

Quality Assurance:

- Work with other heads of department to establish common standards of practice, promoting strategies for the development of effective teaching and learning, and of behaviour management;
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement in the department;
- Monitor, evaluate and review practices for setting targets within the department and support subject teachers in working towards their achievement;
- Monitor the quality of communications and information provided by teachers, including reports, letters etc.;
- Monitor the implementation of school policies and ensure nationally-determined priorities are addressed as appropriate;
- Conduct effective appraisals as directed;
- Establish common standards of practice across the departmental team and develop the effectiveness of teaching and learning styles in department;
- Monitor, evaluate and review the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria (inc. Ofsted).

Resource Management:

- Use financial and resource management innovatively and effectively

KNOWLEDGE AND SKILLS

Heads of Department should demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation (inc. performance management and SEF);
- Principles and practices of effective teaching and learning;
- Principles and practices of monitoring, assessment and evaluation;
- Processes and systems for quality assurance;
- Principles and planning of effective leadership and management of change;
- Principles of curriculum planning;
- Principles of cross-curricular planning and delivery;
- Financial planning, resource planning and resource management;
- The application of ICT to learning, teaching and management in line with the school's ICT strategic plan;
- Health and safety issues as they relate to their particular department.

SAFE-GUARDING

Trevelyan Middle School and Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Sustain professional development in agreement with line manager;
- Actively engage in the staff review and development process;
- The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.