

Job Specification – Head of Department

Post Title	Head of Department
Reporting to	Academy Leadership Team
Responsibility Level	TLR 2A – 1C Depending of level of accountability and size of department
Location	Grace Academy, Coventry
Job Purpose	<ul style="list-style-type: none"> • To raise standards of pupil attainment and achievement within the whole school curriculum area and to monitor and support pupil progress • To be accountable for pupil progress and development within the subject area • To develop and enhance the teaching practice of others • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal • To be accountable for leading, managing and developing the subject/curriculum area • To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan • Liaising with the Principal, Vice Principals, Assistant Principals, other Heads of Department and Heads of Faculty, Pupil Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, Foundation staff and parents
Main Duties	<p>Operational/Strategic Planning:</p> <ul style="list-style-type: none"> • To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching, and learning strategies in the department • To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources • To actively monitor and follow up pupil progress • To implement School Policies and Procedures e.g. Equal Opportunities, Health & Safety • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the Academy • To foster and promote the application of ICT skills in the department • To ensure that Health & Safety policies and practices, including risk assessments throughout the department, are in line with national requirements and are updated where necessary, therefore, liaising with the Academy's Health & Safety representative • Develop teaching and learning to be outstanding in the department <p>Curriculum:</p> <ul style="list-style-type: none"> • To liaise with the Vice Principal to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan • To be accountable for the development and delivery of the department's curriculum

	<ul style="list-style-type: none"> To keep up-to-date with and respond to national developments in the subject area and teaching practice and methodology <p>STAFF DEVELOPMENT</p> <p>Recruitment/Deployment of Staff</p> <ul style="list-style-type: none"> To work with the Assistant Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs To be responsible for the efficient and effective deployment of the department's support staff To undertake Performance Management Review(s) and to act as Reviewer for a group of staff within the designated department To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures To promote teamwork and to motivate staff to ensure effective working relations To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model <p>Quality Assurance:</p> <ul style="list-style-type: none"> To establish the process of setting of targets within the department and to work towards their achievement To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles To contribute to the school procedures for lesson observation To seek/implement modification and improvement where required To ensure the department's quality procedures meet the requirements of self-evaluation and the Academy Improvement Plan To produce an annual examinations analysis and department review as part of the Academy's self-evaluation cycle To ensure that marking and assessment in the department promotes student achievement <p>Management Information:</p> <ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system To analyse and evaluate, with the department, performance data provided and take appropriate action in response. <p>Communications:</p> <ul style="list-style-type: none"> To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Improvement Plan To disseminate information from meetings of the Academy Leadership Team To ensure effective communication/consultation as appropriate with the parents of pupils To liaise with partner school, higher education, industry, examination boards, awarding bodies and other relevant external bodies To represent the department's views and interests <p>Marketing and Liaison:</p> <ul style="list-style-type: none"> To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases and the Academy website To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
--	--

	<p>Management of Resources:</p> <ul style="list-style-type: none"> • To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget • To work with the Academy Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed <p>Pastoral System:</p> <ul style="list-style-type: none"> • To be familiar with the Academy's Child Protection Policy and to report concerns to the designated Child Protection Officer • To ensure the behaviour management system is implemented in the department so that effective learning can take place • To monitor and support the overall progress and development of pupils within the department • To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description • To contribute to RE, Values, Enterprise and other cross-curricular issues according to the Academy Policy <p>Teaching:</p> <ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
Other Specific Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example • To continue personal professional development as agreed • To engage actively in the performance review process • To comply with the Academy's Health & Safety Policy and undertake risk assessments as appropriate • To undertake any other duty as specified by the Academy not mentioned in the above <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</p> <p>The Academy 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</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title</p>
Qualifications and Key Skills	Qualified Teacher Status