**Head of Department**

**Job Purpose**

Provide leadership and day-to-day operational management of the department, helping to secure high quality teaching and the effective use of resources to bring about the highest standards of achievement for all students across all Key stages. In doing so the successful candidate will be responsible for delivering an appropriately broad, balanced, relevant and differentiated curriculum which provides all students with the opportunity to achieve their individual potential. Monitor and support the progress of students and take appropriate action to ensure the highest possible standards of learning and achievement. Carry out professional duties in line with the Headteacher’s direction and the School Vision Statement. Monitor, evaluate and enhance teaching and learning. Assist in the implementation of all School policies and procedures. Manage resources effectively and mentor new staff where necessary.

**Key Responsibilities and Accountabilities:**

The Head of Department will work closely with members of their team including Coordinators across the school such as the Literacy Coordinator, Gifted and Talented Coordinator, Staff Training and Development Coordinators etc... with the Head of Academics being their line manager in the first instance.

As well as the normal responsibilities of a teacher employed at Caxton College, the Head of Department will hold the following key roles and responsibilities;

Planning and Information

* Contribute to the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the relevant curriculum area ensuring all is up to date and relevant to all Key stages taught.
* Coordinate and oversee the running of assessments including setting test dates and ensuring that assessments are of the appropriate standard.
* Plan and prepare lessons for all classes.
* Contribute to the whole school’s planning activities and attend departmental/school meetings as required.
* Maintain appropriate records and provide relevant, accurate and up to date information as required with regards to the progress list and Electronic mark books.
* Carry out lesson observations within the department in order to ensure consistency of standards, share good practise and be familiar with the strengths and weaknesses of your team.
* Prepare reports according to the calendar, recording and monitoring attendance, progress, development and attainment.
* Track student progress and use information to inform teaching and learning (analysis of Performance data, identify causes for concern and help devise and implement appropriate intervention strategies for any student not achieving their potential).
* Analyse student performance data to assist with setting of classes and support groups where necessary.
* Liaise with primary if needed for smooth transition from primary to secondary.
* Ensure students are well supported and challenged throughout promoting STEM projects and workshops inside and outside the school.

Teaching and Assessment

* Teach students according to their educational needs, including the setting and marking of work completed by the student both in school and at home, ensuring a high quality learning experience.
* Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* Provide oral and written assessments, reports and references relating to individual students and groups of students.
* Ensure Literacy, Numeracy and ICT are integral components to subject teaching and are reflected in the learning experience of students.
* Prepare and update subject materials.
* Contribute to the preparation of assessment and exam materials, and ensure that students are assessed according to their educational abilities.
* Ensure consistent marking by holding moderation meetings for project work and checking mark schemes are clear with no ambiguity.
* Maintain discipline in accordance with the School’s procedures and encourage good practice with regards to punctuality, behaviour, standards of work and homework.

Communication

* Communicate effectively and proactively with students, parents and external agencies where necessary.
* Follow agreed policies for communication within the School.
* Participate in the programme of parent and community liaison activities which may include Option events, Parent’s Evenings, parent meetings and School Celebrations.

Continuous Professional Development

* Take responsibility for personal and professional development by actively seeking out training opportunities, as well as participating in School based training days, lesson observations and relevant meetings.
* Keep up to date with national developments in the area of learning and education with particular emphasis on your subject area.
* Engage in the Performance Management process in a positive and professional manner.

This job description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time, you may be required to undertake other duties outside of this job description. The role will be revised and updated as necessary.