

Job Description

Post: Head of Department

Purpose

To challenge educational and social disadvantage by leading a healthy department within the academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- In consultation with the Senior Leadership Team, plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
- Identify and act upon department priorities in collaboration with line management in order to build and lead a cohesive and highly effective team; complete all team appraisal and quality assurance in accordance with academy policy.
- Provide highly-tailored weekly coaching to team members.
- Complete all Cycle review documentation including department data analysis and subsequent intervention planning.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Lead weekly team meetings.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Support the management of behaviour within the team: overseeing and completing all duties effectively.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept.
- Provide feedback that moves learning forward.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Ensure that homework is set, where appropriate, and monitored.
- Complete all exam entry requirements and ensure the department budget is managed skilfully.
- Manage own work load and that of others to allow an appropriate work / life balance.
- Work in effective partnership with other heads of department in the Trust.
- Manage and maintain an effective quality assurance process.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.