

## Job Description

**Caistor Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Summary of the Role and Line Management:

Heads of Department are appointed by and are directly accountable to the Headmaster. On a day to day basis Heads of Department are responsible for the quality of teaching and learning in their departments and are line managed by a member of the Senior Leadership Team. The Head of Department is required to show leadership in securing standards of excellence in teaching and learning and plays a key role in developing school policy. S/he is expected to monitor, support and motivate other teachers of the subject, setting high professional standards in all aspects of work with targets for professional development and improvement using the eight teaching standards. The Head of Department conducts an annual appraisal interview with colleagues, sets targets in consultation with colleagues and reviews progress twice per year. It is the Head of Department's responsibility to make decisions or give advice, but it is hoped that this can be done within a framework of consultation and co-operation with the colleague(s) they line manage, the Senior Leadership Team and the Headmaster.

### Skills and attributes essential to the Head of Department's role

- Leadership skills, attributes and professional competence: the ability to lead and manage people to work as individuals and as a team towards a common goal.
- Decision making skills: the ability to solve problems and make decisions.
- Communication skills: the ability to make points clear and understand the views of others.
- Self-management: the ability to plan time effectively and to organise oneself well.
- The ability to plan the strategic development of the department and to advise the Headmaster accordingly.
- Finance: the ability to control the department's budget in consultation with the Finance Manager and the Headmaster
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### Main Duties and Responsibilities:

**Curriculum – the strategic direction and development of the subject within the context of the school's aims and policies which guides subject policies, plans, targets and practices.**

- Co-ordinating the work of the members of the department.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible, with whom you come into contact, and identified groups.
- Keeping abreast of developments in their subjects, teaching methods, etc. and attending meetings and in-service courses by arrangement with the Headmaster, making use of opportunities for inter-departmental initiatives, co-operation and extra-curricular opportunities.
- Formulating the aims of the department; planning schemes of work for the department within the School's Curriculum Policy; producing, reviewing and updating the departmental documents as necessary; evaluating new syllabuses.
- Being familiar with all the subject requirements for Public Examinations and ensuring proper preparation of the students for them; organising the moderation of any coursework required.
- Liaising with the Examinations Officer in arrangements for Public and Internal School Examinations.
- Liaising with the Assistant Head (Operations) to plan staff deployment for the timetable.
- Develop a positive relationship with your governor link.

<p><b>Line Management Duties and Responsibilities</b></p>	<p><b>Staff – leading and managing staff to ensure all those with involvement in the teaching or support of the subject receive the leadership, support, challenge, information and development necessary to sustain staff motivation and secure improvement in teaching.</b></p> <ul style="list-style-type: none"> <li>• Liaising with the Headmaster and other members of SLT on the appointment of new members to the department.</li> <li>• Providing induction for and guidance of new staff in syllabus, resources, procedures for marking, reporting etc; supervising trainee teachers within the department.</li> <li>• Overseeing curriculum Health and Safety within the department.</li> <li>• Encouraging the professional development of all members of the department through in-service training, professional organisations and active involvement in wider school activities.</li> <li>• Organising regular departmental meetings and ensuring good communication within the department, including sending brief minutes to the SLT line manager.</li> <li>• In an emergency, setting work for students if a member of the department is absent and liaising over cover.</li> <li>• Writing, in consultation with your department, the department’s development plan and writing and reviewing the department’s self-evaluation statement</li> <li>• Writing the department’s examination report for all key stages.</li> <li>• Attending Raising Standards Forum meetings.</li> </ul> <p><b>Resources – the efficient and effective deployment of Staff and Resources which identifies appropriate resources for the subject, ensuring that they are used efficiently, effectively and safely.</b></p> <ul style="list-style-type: none"> <li>• Creating and deploying learning resources effectively; ordering textbooks and other material within budget provisions and keeping an account of departmental expenditure.</li> <li>• Checking stock and resources and taking steps to ensure against unreasonable loss, wear and tear.</li> <li>• Risk assess each piece of equipment, liaise with the site team to keep items in good repair.</li> </ul> <p><b>Students – securing and sustaining effective teaching of the subject, evaluating the quality of teaching and standards of students’ achievements, setting targets for improvement.</b></p> <ul style="list-style-type: none"> <li>• Ensuring high expectations and get the best out of students with varying needs and abilities.</li> <li>• Encouraging interest in the subject and participation in fieldwork or other appropriate activities.</li> <li>• Encouraging high standards of work and drawing attention to achievement through classroom displays, exhibitions for open events, and specifically for the department.</li> <li>• Designing, setting and managing homework, so that it is a valuable extension of class activities and helps students to develop independent learning skills.</li> <li>• Contributing to students’ core skills of literacy, numeracy and IT capability; contributing to students’ spiritual, moral, social and cultural development.</li> </ul>
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You may also be required to undertake such other comparable duties as the Headmaster requires from time to time.