

Head of Department

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

Responsibility for safeguarding and protecting the welfare of all students, particularly designated students at specified times in accordance with the timetable or other directions.

Purpose

1. To be accountable for student progress and development within the curricular area and to ensure staff comply with the standards set at national, local and school level.
2. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies.

Leadership/Management

1. To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
2. To produce Department Development Plans paying due regard to the School Development Plan priorities.
3. To be responsible for the day-to-day management, control and operation of provision within the department.
4. To act as an expert in the subject area providing support and advice to the Senior Management Team, and other teaching staff.
5. To prepare rigorous departmental self-evaluation reports based on robust self-evaluation processes.
6. To work with the Director to organise subject meetings, identify staff Inset needs and to monitor the teaching and learning within the Department.
7. To have responsibility for the delivery of cross-curricular links and cross-curricular policies in the Department.
8. Deputise for the Assistant Director/Director when required.
9. To motivate and direct staff and students.
10. To delegate effectively appropriate roles to team members.
11. To provide creative and innovative ideas to ensure new processes are implemented within the curriculum with minimal disruption.
12. To employ a wide range of interpersonal skills to liaise with staff on a daily basis – disseminate information, provide support and guidance, consult on new policies.
13. To present information and ideas clearly, adapting language and style to audience.
14. To assist in the implementation of School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.
15. To ensure that exam entry within the department is implemented in line with School Policy and Examination Board Regulations.
16. To determine and implement procedures for standardisation and moderation of external examination coursework.

17. To ensure that Behaviour Management systems are implemented in the department in accordance with school policy, so that effective learning can take place.
18. To encourage interaction and teamwork within the department, sharing ideas and new initiatives.
19. To monitor the work of teacher's within the department offering guidance and support where required and helping them to identify improved ways of working.
20. To assist in the Performance Management of teachers within the department looking for ways to develop individuals.
21. To be adaptable and flexible in approach with the ability to balance conflicting demands.
22. To provide contingencies to deal with the unexpected.
23. To keep up-to-date with curriculum developments which affect the department ensuring that team members are aware of new initiatives and how they are going to be implemented.
24. To employ time management and project planning skills to plan own workload and that of others over a long term (annual) basis and short time (weekly/daily) basis.

Teaching and Learning

1. To establish common standards of practice within the department and to develop the effectiveness of teaching and learning styles.
2. To develop and enhance the teaching practice of others.
3. To lead the development of appropriate syllabuses, resources, Schemes of Work, marking policies, assessment and teaching strategies in the department.
4. To keep up-to-date with and respond actively to national, regional and local developments in the subject area and teaching practice methodology.
5. To display creativity and humour in learning delivery, so as to facilitate learning effectiveness.
6. To set work for absent colleagues and to ensure such work is marked.
7. To look for ways to create interest from pupils in their subject area to raise standards of attainment.
8. To develop resources to support the teaching and learning of curriculum area.
9. To adopt appropriate courses for the teaching and assessment of the curriculum area as appropriate to the Key Stages.
10. To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support designated programmes of study.

Assessment and Reporting

1. To maintain accurate and up-to-date information concerning the department on management information systems.
2. To monitor, assess and report departmental progress against targets.
3. To ensure that subject reports are appropriately written with team members meeting school deadlines for submission of reports to their Director.
4. To ensure that team members are setting homework, marking and annotating pupils' work in accordance with Whole School Policy and Examination Board regulations.

5. To identify and take appropriate action on issues arising from regular assessments of student performance, other information and data analysis.
6. To produce reports on examination performance, including the use of value-added data.
7. To provide the Senior Management Team and Governing Body with relevant information relating to department performance and development.
8. To represent the Department.
9. To ensure effective communication with parents/carers of students in the department.

Standards

1. To implement School procedures and to ensure adherence to those within the department.
2. To monitor and support the overall progress and development of students within the department.
3. To monitor and evaluate the department in line with agreed School procedures and key measures of performance.

Other Key Tasks, Responsibilities and Activities

1. To be accountable for department resourcing, managing the budget and advising on timetable allocation.
2. To create an environment of trust by delivering on promises.
3. To take on any other reasonable duties which may be requested from time to time by the Headteacher.

Selection Criteria

1. To satisfy the conditions of employment for a classroom teacher – please refer to the job description and selection criteria for a classroom teacher.
2. Appropriate and successful experience of leading a Department or a key stage in a Department.
3. Detailed understanding and knowledge of subject specific National Curriculum requirements and the proven ability to translate these into differentiated Schemes of Work.
4. Proven ability to motivate pupils and to improve their achievement at KS3 and at KS4. Must demonstrate excellent examination success with own classes at KS3 and KS4.
5. Ability to implement and monitor Development Plans, School Policies and cross-curricular themes.
6. Ability to carry out job description.
7. Must be an excellent classroom practitioner with proven experience working successfully with teams of colleagues.
8. Excellent organisational, management and communication skills.
9. Highly professional with the ability, initiative and willingness to complete tasks and to act at all times to ensure the smooth operation of the school.
10. To lead by setting an excellent example.
11. To command and demand respect from the School community.
12. Belief in 'inclusive' education.