



## **BRAMPTON MANOR ACADEMY**

### **HEAD OF DEPARTMENT**

#### **ROLE**

To provide inspirational and visionary strategic leadership and management of the department to ensure high quality teaching, the effective use of resources and excellent standards of learning and achievement for all pupils whilst promoting the schools vision, aims and ethos.

#### **Principal Responsibilities**

The Head of Department organises and supervises the work of all those who teach and learn in the department. He or she will:

- ensure that all teaching and learning activities are fresh, interesting and challenging
- produce, share and encourage the generation of outstanding resources for the subject and lead on the innovative use of IT in the department
- keep up to date with developments in the teaching, learning and examining of the subject by means of regular contact with peer schools
- be responsible for producing the department's schemes of work
- monitor student progress to identify and, where appropriate, intervene to ensure the best possible outcomes for pupils
- be responsible to the Head teacher for the department's public examination results
- keep up to date with higher education opportunities and trends in the subject, and direct the preparation of pupils for Oxbridge and other top universities
- ensure that the department engages in a wide range of extra-curricular activities (trips, lectures, exhibitions, competitions, outreach, etc.)
- be responsible for the efficient manning of the department, and work closely with senior management in the appointment of new members of the department
- play a prominent part in the induction and professional development of members of the department
- ensure that each member of the department undergoes Professional (Appraisal) Review on an annual basis
- identify underperformance within the department and work closely with senior management in order to address it
- monitor and evaluate all aspects of the work of the department and respond appropriately to emerging issues
- be responsible for the Departmental Handbook and Development Plan
- hold regular departmental meetings and distribute minutes in a timely fashion
- be a role model in terms of the school's mission statement and core values

***The Head of Department will be highly enthusiastic about the subject and nurture the rich extracurricular dimension that it offers our pupils.***

#### **Professional Development**

*The successful candidate will:*

- show evidence of, and a continuing interest in, professional and personal development
- participate in the school's Professional (Appraisal) Review system
- provide support and guidance to colleagues in the department for the maintenance of good order and discipline
- share best practice with the rest of the department.

## **Qualifications**

### **Essential**

- An excellent honours degree
- The ability to teach to A-level

## **Person Specification**

*The successful candidate will have:*

- the ability to inspire and motivate pupils
- the enthusiasm and confidence to lead and manage a team of able men and women
- excellent interpersonal skills
- emotional intelligence and the ability to empathise with both staff and pupils
- good time management skills, and superb organisation
- the ability to use initiative
- the resilience and stamina needed to deal with the demands of working in an inner city school
- a genuine enthusiasm to contribute to the wider life of the school, with the ability, skills and experience to contribute in some capacity to the school's extra-curricular activities

## **BENEFITS AND TERMS OF SERVICE**

### **Salary**

Our salary scale is in line with the national pay scales and includes the Inner London weighting. In addition, we offer generous additional allowances and financial incentives to attract and retain candidates with the appropriate skills and experience.

### **Induction and Continuous Training**

The school is fully committed to the induction and training of all staff. All staff are well supported when they arrive, with help and advice available from Heads of Department and Senior Leaders, who have specific responsibility for overseeing the induction process.

All staff are encouraged to subscribe to external CPD courses. In addition, we deliver a range of training, run by both our own staff and external providers, ranging from highly practical First Aid courses to seminars and twilights on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

For those new to teaching there is the opportunity to work towards a PGCE whilst working with us.

### **Teachers' Pension Scheme**

All teaching staff will be included in the Government Teachers' Pension Scheme (unless a valid opt out form is completed). Particulars of the scheme are provided by the Teachers' Pension Scheme.

### **Probation**

The first 6 months of employment will be a probationary period. Regular reviews with line managers take place over the probation period with the opportunity to discuss progress, identify any areas for action and ensure there is appropriate guidance and support in place to enable successful completion of the probationary period.

### **Enhanced Disclosure and Barred List Check**

A condition of employment with Brampton Manor Academy will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure check through the Disclosure and Barring Service. This will reveal all spent and unspent convictions, warnings, cautions and bind-overs.

The jobholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the school's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the teacher becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or in his/her absence the Deputy Designated Safeguarding Lead.

### **References and Other Pre-employment Checks**

The appointment will be dependent on the receipt of a successful medical check and satisfactory references. The College will usually seek references from short listed candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.

### **HOW TO APPLY**

Please visit our website [www.bramptonmanor.org](http://www.bramptonmanor.org) to apply and obtain further details about this role. All completed application forms should be sent by email to [info@bramptonmanor.org](mailto:info@bramptonmanor.org). The closing date is **Wednesday 20<sup>th</sup> January at noon**. Applications will be considered as they are received and the school reserves the right to appoint prior to the closing date.

### **DATA PROTECTION and GDPR**

Brampton Manor Academy collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the Data Protection Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Any queries about this policy or how personal data is processed by the school should be referred to the Data Protection Officer.