**Job Title: Head of Department**

**Responsible To: SLT**

The post holder will also perform duties as defined in the School Teachers’ Pay and Conditions document and those defined in the National Standards for Subject Leaders.

TLR: 2B

1. Leadership - Within the context of the school’s aims and policies the head of department is responsible and accountable for :-
2. raising attainment in the department to ensure it consistently exceeds national averages and adds significant value so that learners make beyond expected progress
3. monitoring the performance of all groups of learners at least once a term
4. strategic direction of and vision for the development of the curriculum and teaching in the department
5. keeping the Headteacher, governors and senior managers informed about the department plans and priorities and success in meeting these
6. analysing and interpreting relevant national, local and school data as well as research and inspection evidence
7. contributing to the school evaluation process and school improvement plan, monitoring progress and implementation
8. SEN access, pupil premium support and primary liaison within the department in liaison with other colleagues
9. providing colleagues with a role model within the subject area and having high expectations of students
10. managing all issues relating to student behaviour and progress within the department, liaising with key staff and parents as required

2. Teaching and Learning - The head of department is responsible for effective teaching of the subject, monitoring the quality of teaching and standards of students’ achievements and setting targets for improvement through :-

1. establishing development and improvement plans and schemes of work which are regularly reviewed
2. ensuring curriculum coverage, continuity and progression for students of all abilities
3. implementing school policies
4. ensuring that planning and delivery and assessment of student’s work is consistent, monitored and evaluated
5. having an oversight of the integration of whole school policies into departmental practice
6. Having an oversight of the subject’s contribution to the SMSC development of students, and work related opportunities for students
7. ensuring that there is continuity in students’ learning by providing baseline data and data from previous classes for teachers
8. establishing and being responsible for clear targets for student achievement based on the analysis and interpretation of relevant data
9. being responsible for developing approaches to assessment which are in line with the school policy and applying them consistently
10. monitoring the setting and marking of homework and the progress of classes in relation to targets set
11. ensuring that exam preparation is complete in terms of coverage, and secure in relation to standards
12. ensuring that internal and external exam entries and all associated tasks are completed accurately and on time
13. evaluating examination performance to identify effective practice and areas for improvement (analysis of exam results)
14. ensuring that contacts with parents are clear and purposeful
15. using directed time for development and teaching and learning activities
16. developing strategies in Assessment for Learning by exploring approaches in written and oral feedback, self assessment and peer assessment and applying them consistently
17. establishing and measuring the impact of intervention for underachieving students
18. ensuring that the curriculum caters for SEN students as well as provision across the ability range
19. completing departmental SEF – and contribute to departmental and school improvement planning.

3. Leading and Managing Staff - To be responsible for providing staff with the support, information and development necessary to promote ambition and secure continuous improvement in teaching by:-

1. supporting staff to develop professionally
2. assisting staff in achieving constructive working relationships with students
3. establishing clear expectations and constructive working relationships among staff in the area, support, sharing good practice, devolving responsibilities and delegating tasks as appropriate, evaluating practice, and ensuring accountability
4. reviewing the performance of staff through performance management arrangements including the setting of challenging targets as required
5. identifying the professional development needs of staff and working towards meeting these in the context of the resources available
6. ensuring that staff at key points of transition (trainee, NQT, threshold applicant) are supported and coached in relation to national standards
7. leading professional development activities
8. monitoring the work of staff both in the day-to-day and longer term
9. leading and co-ordinating self-evaluation process in the department through a regular system of lesson observation, student tracking and work sampling

4. Deployment of Staff and Resources – to be responsible for curriculum delivery and development through:-

1. establishing resource needs for the subject, advising the head on priorities for expenditure. Resources should be allocated to take account of health & safety requirements and achieve value for money
2. deploying staff to meet the needs of the curriculum
3. keeping the physical environment under review and improve it as necessary so that it is a purposeful learning environment including display in subject area classrooms, offices and storage areas
4. ensuring the effective and efficient management and organisation of learning resources including ICT
5. being conversant and complying with the Health and Safety Policy and procedures, ensuring there is a safe working environment in which risks are properly assessed and managed.

5. Personnel - to be responsible for:-

1. organising and executing department meetings
2. working in liaison with the professional tutor on training provision including monitoring and assessment of trainees
3. provide effective induction and training for new staff
4. ensuring that there are effective links with the local community, including primary schools
5. management of support staff attached to the department
6. conducting and supporting the performance management and development of both teaching staff and support staff in the department as required.

OTHER:

* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.