



HEAD OF DEPARTMENT

REPORTING ARRANGEMENTS:

Responsible to: Headmaster/SLT Line Manager

JOB PURPOSE:

- To facilitate opportunities for every boy to achieve to the maximum of their ability in the Department
- To promote the distinctive ethos of the school (Christian faith, boys, enterprise)

JOB ACTIVITIES:

1. To carry out the professional duties of a schoolteacher as set out in the Teachers Standards. Part I of the Standards requires a teacher to:

- i. Set high expectations which inspire, motivate and challenge pupils
- ii. Promote good progress and outcomes by pupils
- iii. Demonstrate good subject and curriculum knowledge
- iv. Plan and teach well-structured lessons
- v. Adapt teaching to respond to the strengths and needs of all pupils
- vi. Make accurate and productive use of assessment
- vii. Manage behaviour effectively to ensure a good and safe learning environment
- viii. Fulfill wider professional responsibilities

Part II of the Standards requires a teacher to:

- i. Demonstrate consistently high standards of personal and professional conduct
- ii. Uphold public trust in the profession and maintaining high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
 - Showing tolerance of and respect for the rights of others;
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- iii. Have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- iv. Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

2. To carry out the professional duties and responsibilities as outlined in the remainder of this Job Description

DUTIES AND RESPONSIBILITIES AS A TEACHER:

- Be a positive role model in terms of behaviour, work and attitudes.
- Set high standards of work and behaviour in the class and all other areas of the school
- Plan for progression across the age and ability range you teach, designing effective lessons and assisting with programmes of study in accordance with the needs of individual learners.
- Teach challenging, stimulating, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs and 'bring out the best in boys'
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring boys' progress and levels of attainment.
- Provide timely accurate and constructive feedback on boys' attainment, progress and areas for development. The frequency and expectations of feedback are set out in the 'Marking and Assessment guidance' doc.
- Deliver the Programmes of Study for the subject that will engage boys and equip them to achieve the highest grades in the subject at GCSE and A Level standard
- To use appropriate data to effectively set high expectations for all boys
- To work with the Additional Learning Needs Team to ensure boys' additional and special needs are met. This includes engaging with Provision Map to understand the needs of the boys you teach.
- To develop effective working relationships with all support staff, teachers, parents, senior managers and governors.

DUTIES AND RESPONSIBILITIES AS HEAD OF DEPARTMENT:

- To establish a vision and intent for the Department that is built upon the Christian faith, nurtures enterprise and brings out the best in boys.
- To establish, develop and implement policy and Programmes of Study for the subject that will engage boys and equip them to achieve the highest grades in DEPARTMENT at GCSE and A Level.
- To remain up to date with subject developments and requirements including national advances and ofsted publications
- To plan and lead departmental self-evaluation and development planning including the DDP.
- To use appropriate data effectively to enable all boys to make outstanding progress. This will include analysing data regularly and meeting senior leaders to discuss this data. It will also involve planning and coordinating any required intervention.
- To monitor the department's resources and capitation. To ensure the department works within its budget and that resources are used in the most efficient manner that reflects the needs of the curriculum.
- To create and maintain a stimulating learning environment within the departmental area including the corridors and displays.
- To ensure that there is a safe working and learning environment in which risks are properly assessed.
- To ensure that all departmental deadlines are met

- To deploy staff effectively within the department.
- To be responsible for the planning, implementation and monitoring of all whole school policies within the department.
- To participate in the school's strategic planning and be responsible for review and development within the department
- To regularly consult and communicate with the departmental team and to hold and keep a record of departmental meetings. Records should be maintained in line with school policy.
- To represent the department's interest at appropriate meetings.
- To be responsible for checking that good working practices are followed by all members of the department and to support departmental members in this.
- To be responsible for managing the performance of staff as set out in the school's Performance Management Policy.
- To lead professional development where required in the subject and manage departmental staff development including overseeing that all staff take part in appropriate CPD.
- To supervise and support ECTs, trainees, supply teachers and new staff, and to liaise with appropriate members of SLT.
- To work with the Additional Learning Needs Team to ensure pupils' special needs are met across the department as a whole.
- To reinforce the Behaviour Management policy to pupils and support colleagues in their enforcement of the policy.
- To represent the department at school events such as open evening, options evening or Sixth Form Open Evening.

GENERAL REQUIREMENTS

- To attend relevant meetings and school events as scheduled in the school calendar
- To be on duty as directed during the week. This includes a daily briefing which starts at 8:15am.
- To supervise detentions when required
- There is an expectation that staff will eat lunch with the boys.
- To undertake any other reasonable duties required by the Head of School
- To be responsible for your own Health and Safety and observe all regulations in relation to the Health and Safety at Work Act

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder. It includes any other duties deemed necessary by the Headmaster.