



## JOB DESCRIPTION/PERSON SPECIFICATION

<b>Job Title:</b>	Head of Options
<b>Responsible to:</b>	Assistant Head Teacher
<b>Responsible for:</b>	GCSE's and BTEC subjects not within English, Maths, Science of Humanities

<b>1.</b>	<b>Job Purpose:</b>
1.1	To lead Options subjects across KS4

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	To advise the Headteacher, through the line management of Senior Leaders, of the aims and policies of the Options area and the resources required to implement these.
2.2	To co-ordinate the preparation and development of courses of study, teaching materials, schemes of work and methods of teaching. This includes implementing policies on assessment and marking.
2.3	To co-ordinate assessment, recording and reporting of pupil progress within the schools' framework.
2.4	To monitor pupil progress across all options.
2.5	To quality assure teaching and learning within options and identify effective practice and areas for improvement
2.6	To develop cross-curricular initiatives within the Faculty and contributing to the whole school curriculum.
2.7	To contribute to the appointment and professional development of teachers and on-teaching staff including Appraisal and the induction and assessment of new and newly qualified teachers to work in the school.
2.8	To monitor the work of the Faculty and to organise Faculty meetings to discuss the

	implementation of Faculty policies and practices.
2.9	To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the Faculty and integrate this into the work of the school.
2.10	To draw up and monitor the resources requirements of the Faculty and requisition resources and materials as required.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Leading Options subjects and liaising with colleagues regarding BTEC.
3.2	Attending parents evening and open days
3.3	Communicating with parents as necessary
3.4	Preparing students for Public Examinations
3.5	Contributing to the work of the department including maintain displays, developing resources and other duties as required
3.6	Acting as a form tutor
3.7	Attending staff briefing, department meetings and assemblies
3.8	Performing duties and implementing the school's policies on sanctions and rewards
3.9	To carry out such particular duties as the Head Teacher may reasonably direct from time to time in accordance with the Teachers Pay and Conditions of Service

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

<b>6.</b>	<b>Health and Safety:</b>
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6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>
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<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

<b>9.</b>	<b>Group Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

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## Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Qualities	Specific Requirements	E	D	By
<b>Qualifications and Training</b>	Degree	E		A
	Qualified Teacher Status	E		A
	Relevant experience outside of teaching		D	A
<b>Specialist Knowledge</b>	Ability to teach across Key Stage 4	E		AIO
	Ability to teach more than one subject	E		AIO
	Knowledge of the new progress measures	E		AIO
<b>Experience</b>	Teaching of an Options subject in at least one 11-16 environment	E		A
	Leading of an area within a school or college		D	A
	Teaching of more than one subject at Level 2		D	A
	Teaching at A Level		D	A
	Strong track record of outstanding curriculum leadership and results	E		A
<b>Skills and Attributes</b>	Good understanding of direct entry 14-16 colleges	E		AI
	Good communication skills	E		IO
	Strong organisational skills	E		IO
	Ability to differentiate	E		O
	Team player	E		AI
	Up to date with current media research and developments		D	AI
	A commitment to become involved in the extracurricular activities of TAG	E		AI
	Consistently outstanding examination results, emphasis on outstanding student experience	E		AI
<b>Other</b>	DBS check carried out on appointment	E		A

Qualities identified and determined by:

*E = Essential*

*D = Desirable*

*A = Application Form*

*O = Observation*

*I = Interview*