**Job specification – Deputy Head of Department**

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| **Job Title:**  | Deputy Head of Department  |
| **Department:** |  |
| **Responsible to:** |  |
| **Purpose of the job:** | Assists the Head of Department in managing the teaching, learning and achievement within the department. Providing professional leadership and support to colleagues and students to ensure excellent quality standards within the department. Assists the Head of Department with the organisation of the delivery of the subject within the school in compliance with the relevant curriculum/ syllabus. Contributes to the development and maintenance of the College’s strategy, goals, policies and procedures and values.  |

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|  | **Main tasks and responsibilities : In addition to core teaching duties** |
| **Academic leadership and development** | Assists the Head of Department in providing the following duties:* Provide strategic direction and leadership to the department and facilitate the College in meeting its strategic vision and goals.
* Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data (applicable to student and peer progress and development).
* Ensure the delivery of teaching and learning to each student is of excellent quality and a positive experience.
* Ensure the department follows the appropriate external examination syllabuses, keeps up to date with syllabus changes and informs colleagues of any changes.
* Implement internal work plans, formal and informal, to ensure all students are taught in an effective and challenging way and meet their full potential. This will identify clear targets for teaching and assessments, timescales, processes and success criteria, etc.
* Support, facilitate and monitor the progress of departmental plans and practices and ensure they make a positive contribution to the College.
* Report to the senior management team regarding the progress and development of the department. Attend senior management meetings as and when required and make a contribution to the College’s overall strategy.
* Regular departmental meetings to keep staff up to date of developments and seek feedback to be reported to the senior management team.
* Promoting students’ enjoyment of academic life and their ability to manage their own learning, and ensuring this is developed and maintained by all teachers within the department.
* Give feedback to peers regarding teaching styles and performance to ensure high standards.
* Be aware of the capabilities of all students within the department and continuously monitor their progress to identify any issues (effectively manage any issues identified with peers).
* Ensure the department development plans, learning materials, policies and practices are updated annually and aligned with the College’s aims and objectives.
* Inform the department of any development or matters under discussion within the College.
* Ensure peers contribute to the College’s wider business aspirations and their contractual duties.
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| **Teaching and learning**  | Assists the Head of Department in providing the following duties:* Lead the department in the teaching of the subject and act as a role model for high quality teaching and learning in subject and curriculum.
* Keep abreast of developments in teaching styles and subject content and update subject teaching materials as and when appropriate.
* Work with peers to create effective learning materials and teaching plan for subject.
* Ensure all subject staff follow the agreed syllabus / teaching requirements.
* Implement appropriate assessment and testing practices within the department and ensure they are implemented appropriately and marking requirements are undertaken in a timely manner.
* Monitor and evaluate the effectiveness of teaching styles and learning materials within the department to ensure they are of the appropriate high standards.
* Provide regular feedback to subject staff on teaching and learning and identify and support areas of improvement where necessary.
* Encourage and facilitate the sharing of teaching practices and shared understanding amongst staff within the department.
* Ensure subject staff have sufficient resources and understanding of subject area to provide effective high quality teaching.
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| **Staff Management** | * Act as the second point of contact to provide support and guidance to staff within the department, particularly if they require assistance with their professional development or the development or behaviour of a student.
* Assist the senior management team in the recruitment and performance management of subject staff and any disciplinary issues that may arise.
* Work with the Head of Department to ensure all subject staff understand and comply with the College’s policies and procedures and work towards the College’s strategic goals and aspirations.
* Assist departmental staff in achieving its departmental goals.
* Alert the Head of Department or senior management team of any performance and/or conduct issues identified regarding subject staff or students, and assist the senior management team in managing such issues.
* Implement and promote the use of performance management to develop the personal and professional effectiveness of staff.
* Assist the Head of Department with annual and interim appraisals of subject staff.
* Assist the Head of Department with the management of the performance of subject staff, including classroom teaching observations, review lesson plans and examination marking, attendance, professionalism and conduct.
* Monitor the wider contributions made by subject staff to the College.
* Take responsibility for the welfare of subject staff and report any concerns to the Head of Department or the College’s HR department, as appropriate.
* Assist the Head of Department with monitoring the workload of subject staff and delegate work across the department as appropriate, including effective delegation to ensure all teachers have an opportunity to provide a contribution towards the College’s wider strategy and participate in developmental opportunities to gain further experience.
* Assist the Head of Department with Facilitating training for subject staff as and when required.
* Provide input to the Head of Department regarding the departmental teaching timetable, the summer school timetable, extra-curricular activities and any additional commitments required of subject staff to facilitate effective time management and fair allocation of responsibilities.
* Assist the Head of Department to ensure subject staff complete the marking of student entrance examinations (to be admitted into the College).
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| **Administration** | * Maintain efficient and effective learning resources for the department that comply with the appropriate syllabus.
* Assist the Head of Department with to ensure all subject staff maintain up to date records of learning materials and teaching records, including student results, etc.
* Implement appropriate procedures and practices for students’ assessments and the recording of grades.
* Ensure staff comply with their duties and coordinating their workload and responsibilities as required.
* Assist the Head of Department with analysing department results and reporting to the senior management team at the end of each term.
* Discuss departmental responsibilities, workload and timetabling with the Head of Department to ensure workloads are fairly and appropriately delegated.
* Maintain clear and concise records applicable to management responsibilities.
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| **General Responsibilities** | * Support and facilitate the College’s activities and development initiatives;
* Contribute to the attainment of the College’s strategic objectives, as appropriate.
* Demonstrate consistently professional and positive attitudes, values and behaviours which are expected of pupils.
* Undertake such duties as may reasonably be required in consideration of your role, general responsibilities, grade/salary level.
* Participate in and promote the College’s professional development and appraisal practices
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**Person Specification – Deputy Head of Department**

The person specification provides an outline of the experience, skills and abilities required of the success candidate. Within your application, you should match your own skills, experience and abilities to those listed below and set out how you satisfy the criteria.

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|  | Essential Criteria | Desired Criteria |
| **Education and Qualifications*** Degree or equivalent in teaching subject area
* Teaching qualification
* Post graduate or PHD in subject area

**Experience*** Experience teaching at AS or A-Level standard in subject area
* Experience in [name of applicable examination board for subject area]
* Experience in supporting students with University applications
* Experience in managing a team/others

**Skills and abilities*** Teaching experience and competency in subject area, including classroom teaching and lesson planning
* Efficient and effective administrator: works within set timescales and deadlines, manages own work load autonomously, maintains clear and up to date records of work, records students results in a timely manner
* Strong communication skills, oral and written, with students, colleagues and student parents
* Ability to lead a team and motivate and inspire in an education setting
* Effective team worker
* Monitor statistics and student results to identify improvement areas
* Ability to gain the trust and confidence of students and peers
* Takes responsibility for promoting the welfare and advancement of students and peers
* Provides efficient contribution to curriculum and subject area teaching materials
* Takes responsibility for own professional and personal development
* Committed to developing knowledge of subject area and peers personal development
* Supervising and mentoring colleagues and sharing knowledge and skills
* Communicates effectively at senior management level and contributes to strategic decision making and planning
* Ability to plan workload of others and delegate duties in an effective and responsible manner
* Proactive in managing responsibilities and complies with strict timescales

**Other*** IT Competent
* Strong organisation skills
* Satisfactory CRB check
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