



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Head of Physics
GRADE	Band A – Band C plus Management Allowance 2
RESPONSIBLE TO	Head of Faculty
JOB PURPOSE	To take overall responsibility for the leadership, management and co-ordination of all work within the department.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To liaise with and support the faculty head and to liaise with senior staff, other heads of faculty/department and heads of year to ensure that school policies are implemented
- To lead and involve all departmental staff in development planning
- To represent the department through the school's consultative structure and to consult with the Head on matters concerning their department
- To be responsible for all aspects of the physics curriculum to maximise student progress
- To lead and manage the department to secure the best possible outcomes for pupils
- To have overall responsibility for the Assessment, Recording and Reporting within the department
- To manage effectively and efficiently all resources within the department
- To manage the development of staff in accordance with whole school, department and individual needs
- To represent the department as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- To promote a purposeful, disciplined and thriving learning environment within the department which aims to raise student expectations and self-esteem
- To take on the roles and responsibilities of other post holders if required on an interim basis
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with