Northern Education Trust – Job Description

Job Title:	Head of Department		
Base:	Academy		
Reports to:	Nominated SLT Member	**Grade:**	MPS/UPS + TLR2B
Service responsibility:		**Salary:**	£23,720 - £39,406 + £4,531
Additional:		**Term:**	WT

JOB PURPOSE

The Head of Department is accountable for:

- Carrying out the professional duties of a teacher in accordance with Academy policies and under the direction of the Principal.
- The quality of teaching and learning in the department
- Overall student outcomes in the department in partnership with the teachers concerned
- Evaluation of relevant assessment information for individuals, groups and cohorts
- Induction and support of new staff
- Ensuring good pastoral care and personal development for students
- Ensuring good behaviour and encouraging good attendance and punctuality
- Presenting information and evaluation reports to the senior leadership team, parents and Academy Council members, as requested
- Arranging and promoting activities across the department to foster personal development, commitment and enthusiasm in students
- Liaison with external agencies as required for pupils in the department
- Performance management of teachers in the department as required
- Ensuring that departmental budgets are deployed effectively and achieve value for money
- To ensure that the curriculum fully meets the needs of all students and effectively delivered in all respects
- To actively promote the development across the Academy
- To further investigate vocational qualifications that can be delivered by the department

Some of these specific accountabilities may be assigned to other TLR post holders in the department but the head of department remains accountable for their overall achievement.

JOB SUMMARY

1. Maintaining a focus on teaching and learning
2. Exercising appropriate professional skills and judgement
3. Accountability for leading, managing and developing a subject or curriculum area or student development in the Department
4. Working with other relevant teachers in the department:
    - Identify relevant department improvement issues
    - Define and agree appropriate improvement targets
    - Co-ordinate CPD needs and opportunities for department staff
    - Evaluate the impact of all improvement activities on the quality of teaching and learning

- Provide the Senior Leadership Team with relevant subject, curriculum area or student performance information

5. Having impact on educational progress beyond personally assigned students in the Department
6. Working with other relevant teachers and staff in the department:
   - Identify appropriate attainment and/or achievement targets
   - Monitor pupil standards and achievement against annual targets
   - Monitor planning, curriculum coverage and learning outcomes
   - Monitor standards of pupil behaviour and application
   - Lead evaluation strategies to contribute to overall Academy self-evaluation
   - Plan and implement strategies where improvement needs are identified
   - Ensure that relevant attainment / achievement targets are met
7. Leading, developing and enhancing the teaching practice of others
8. Working with other relevant teachers and staff in the department:
   - Maintain personal expertise and share this with other teachers
   - Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
   - Monitor and evaluate standards of teaching, identifying areas for improvement
   - Plan and implement strategies to improve teaching where needs are identified
   - Induct, support and monitor new staff
   - Act as a performance management team leader for identified teachers
9. Line management responsibility for a significant number of people:
   - Ensure that performance management arrangements are effectively discharged by other team leaders in the department
   - Monitor the effectiveness and impact of performance management arrangements within the department (subject to the performance management policy)
   - Monitor and evaluate the contribution and impact of other staff in the Department to Academy improvement
   - Provide quality assurance monitoring and intervention with staff as agreed with the senior leadership team
   - Identify staff development needs and co-ordinate these with those responsible for CPD in the Academy
   - Plan the deployment of staff expertise to achieve departmental improvement objectives
   - Take initial responsibility for the pastoral care and welfare of all department staff

GENERAL

1. To participate in wider Academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …… Date: ……..