

ST OLAVE'S GRAMMAR SCHOOL
HEAD OF DEPARTMENT
TLR JOB DESCRIPTION



Postholder:
 Title: **Head of Department**
 Faculty:
 Accountable to: **Head of Faculty**
 Commence: September 2019
 Scale: TLR 2b

GENERAL ROLES AND RESPONSIBILITIES

- To carry out the roles and responsibilities of a main scale teacher as outlined in the Staff Handbook.

PFM ROLES AND RESPONSIBILITIES

- To be committed to your own professional development.
- To set and review appropriate and challenging PFM objectives according to School policy with allocated staff.
- To participate in the appointment of new staff.
- In conjunction with the HoF, to induct, support and monitor new staff.
- To encourage staff to take initiative, celebrate their success and encourage them to take pride in their own achievements.
- To advise the Headteacher on staff issues (eg threshold, UPS, references, promotion)
- To co-ordinate CPD in conjunction with the HoF and in consultation with the Professional Tutor and encourage staff to attend suitable courses.
- To manage delegated INSET budget and keep staff informed of suitable courses. To ensure course feedback is shared amongst relevant colleagues.
- To encourage staff to contribute to the wider life of the School.
- In conjunction with the HoF, to be responsible for, in the first instance, all issues of capability in respect of Faculty staff.

Allocated Staff : Departmental staff with delegated TLR curriculum responsibility.
 Teaching staff within the department.

SPECIFIC RESPONSIBILITIES

A. Achievement and Standards

Results

- To be accountable for the performance of all pupils within the Department.

SPECIFIC ROLES

A. Achievement and Standards

Results

- To refine performance data from public/internal examinations and report this to SMT.

B. Personal Development and Well-Being

Monitoring Progress

- To ensure that data is refined and used to monitor the performance of pupils within the Department.
- To ensure that the Department contributes to the successful delivery of the *Every Child Matters* outcomes.

B. Personal Development and Well-Being

Monitoring Progress

- To ensure that Departmental staff record all necessary data centrally on Assessment Manager (including common IPM Assessment tasks).

<p>C. Quality of Provision <u>Classroom Practice</u></p> <ul style="list-style-type: none"> • To ensure that the teaching of the subject(s) is organised throughout the School. • To be a role model exemplifying the highest standards of classroom practice. • To maintain a climate for learning which encourages high standards of achievement and conduct. • To ensure the quality of teaching and learning is monitored and evaluated within the Department. (see QATL Policy) • To manage pupil behaviour within the Department. • To be aware of up-to-date pedagogy and ensure that the most appropriate methods are used to meet the needs of all learners within the Department. <p><u>Schemes of Work</u></p> <ul style="list-style-type: none"> • To have schemes of work that are up-to-date, meet statutory and examination board requirements and are available to staff. <p><u>Assessment and Marking</u></p> <ul style="list-style-type: none"> • To ensure that data and other pupil information is used by Departmental staff to effectively to inform and improve teaching and learning (including SEN). <p><u>Enrichment</u></p> <ul style="list-style-type: none"> • To promote extra-curricular activities by the Department to enrich the curriculum. 	<p>C. Quality of Provision <u>Classroom Practice</u></p> <ul style="list-style-type: none"> • To work with the person responsible for the timetable to allocate teaching groups and rooms. • To ensure that Departmental staff follow School policies [including the Homework Policy]. (see QATL Policy) • To oversee the effective implementation of the School's rewards and sanctions procedures within the Department. • To make effective use of examiner's reports to inform future practice. • To set work for classes when absent staff have been unable to do so. • To ensure that displays in the Department are regularly updated with a mixture of teaching resources and pupils' work exemplifying high standards. • To oversee the development of the Virtual Learning Environment within the Department. <p><u>Schemes of Work</u></p> <ul style="list-style-type: none"> • To discuss and review schemes of work with staff to ensure that all schemes of work : <ul style="list-style-type: none"> ○ establish the knowledge, skills and understanding that should be covered by each teacher. ○ have a variety of appropriate resources and activities (including independent learning skills) ○ enable effective differentiation. ○ identify subject terminology. ○ identify contributions to literacy and numeracy and the Every Child Matters outcomes. ○ provide a co-ordinated approach to the use of ICT. <p><u>Assessment and Marking</u></p> <ul style="list-style-type: none"> • To ensure that Departmental staff follow the School's Marking and Assessment Policy. (see QATL Policy). • To oversee the setting of Challenge Grades according to School policy. • To ensure that Departmental staff complete reports in line with School policy. (see QATL Policy). • To manage the post-IPM Report action. • To oversee the setting and marking of internal examinations. <p><u>Enrichment</u></p> <ul style="list-style-type: none"> • To oversee or organise (including risk assessments) all educational enhancement opportunities (eg mentoring, subject clinics, educational trips and visits) within the Department. • To celebrate Departmental success through contributions to the School website, newsletter and "Olavian" magazine.
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<p>D. Leadership and Management</p> <p><u>Planning</u></p> <ul style="list-style-type: none"> • To provide the Department with strategic direction and development. • To carry out self-evaluation processes within the Department in-line with School policy. • To delegate specific responsibilities within the Department to draw upon strengths of staff and ensure effective management. • To deploy Departmental resources effectively to ensure value for money. <p><u>Communication</u></p> <ul style="list-style-type: none"> • To ensure effective communication with and between staff in the Department. • To ensure effective communication between the Department and parents, governors and other external agencies. <p><u>Staffing (See PFM Roles and Responsibilities)</u></p> <ul style="list-style-type: none"> • To establish a shared vision within the Department. • To monitor and support Departmental staff. <p>To take responsibility for other areas as may reasonably be requested by Head of Faculty or the Headteacher.</p> <p><i>(* or Staff with delegated TLR curriculum responsibility).</i></p>	<p>D. Leadership and Management</p> <p><u>Planning</u></p> <ul style="list-style-type: none"> • To periodically join planning groups and working parties to develop School policy. • To contribute to the Faculty Review process and establish a post-Faculty Review Action Plan for your department. • To set and review with SMT the annual Development Plan which includes any the implementation of whole school objectives and the post-Faculty Review Action Plan. • To make all necessary arrangements for public/internal examinations (including assessment of coursework, examination entries). • To maintain a departmental handbook with clear aims, objectives, practices and procedures. • To accurately update subject entries in options guides and the School website. • To care for the furnishings, fittings and equipment in all rooms and areas within the Department. • To control the delegated BSE budget. • To ensure that an up-to-date assets register is maintained. <p><u>Communication</u></p> <ul style="list-style-type: none"> • To represent the HoF at Heads of Faculty meetings whenever necessary • To ensure that regular meetings are held in line with directed time and ensure that they: <ul style="list-style-type: none"> ○ include a focus on teaching and learning. ○ address relevant issues. ○ have a published agenda ○ have minutes which are made available to participants and SMT. <p><u>Staffing (See PFM Roles and Responsibilities)</u></p> <ul style="list-style-type: none"> • To represent Departmental staff views, concerns and interests. • To have an oversight of any ITT in the Department. • To deputise for the HoF whenever necessary. <p>To carry out such other roles as may reasonably be requested by the Head of Faculty or Headteacher.</p> <p><i>(* or Staff with delegated TLR curriculum responsibility).</i></p>
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ADDITIONAL ROLES AND RESPONSIBILITIES

Notes:

- i. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment;
- ii. This Job Description may change significantly in the light of further initiatives, changes of emphasis, or the more efficient organisation and management of the School; it is not necessarily a comprehensive definition of the post, will be reviewed periodically, and may be subject to modification or amendment at any time after consultation with the holder of the post;
- iii. it allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed; in allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the School's published Time Budget Policy and have regard to Clause 36(1)(f) of the School Teachers' Pay and Conditions Document 2000 and subsequent revised editions of this document