



JOB DESCRIPTION

Job title:

Secondary School Head of Department

Reporting to:

Head of Secondary School and Sixth Form / School Principal

Safeguarding

"Safeguarding ... relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children 2013 as:

- *protecting children from maltreatment*
- *preventing impairment of children's health and development*
- *ensuring that children grow up in circumstances consistent with the provision of safe and effective care and*
- *taking action to enable all children to have the best outcomes" (Gov.UK 2014)*

At Laude San Pedro safeguarding is everyone's responsibility and all members of staff must be fully aware of and fully complete their obligations.

Job Summary

A head of department is responsible for improving learning for all pupils within the department, enabling outstanding academic results and creating a broad enriched provision. All teachers in Secondary School and Sixth Form consistently work towards outstanding performance across all professional standards, ensuring safeguarding and successful pupil outcomes.

Head of Department

The Head of Department will be responsible to: The Head of Secondary School and Sixth Form

The Head of Department will be responsible for:

- All Classroom Teachers and support staff in the curriculum area.
- Classrooms, resources and the learning environment within the department subjects areas.
- Actively promoting learning beyond the classroom and opportunities for enrichment.
- Approving the trips and excursions within the Department along with the Head of Secondary School and Sixth Form.

Teaching, Learning and Achievement

- Lead the implementation of whole school teaching and learning practices and initiatives, ensuring policies are effectively adopted by all teachers within all subject areas.
- Manage and co-ordinate the monitoring and evaluation of all elements of teaching and learning across subject area. This will include lesson visits, evaluation of planning, book trawls and work scrutiny
- To lead and take part in learning walks throughout the school to spread good practice and identify areas for development.
- Use the above to carry out the school's appraisal and performance management policies for all departmental staff and to present evidence-based Performance Management decisions on target completion
- Liaise with departmental staff to ensure tracking is being used effectively to identify those students in need of intervention and to monitor the effective implementation of that intervention.
- Feedback that intervention in a school-effective manner to members of the SSLT.
- To keep abreast of curriculum developments and to guide Subject team in the implementation of these changes within planning and practice and in the effective communication of these changes to pupils and parents.
- To guide Subject team in the putting together of internal exams, which are both educationally valuable and professionally organised.
- To produce an annual report on academic achievement within the Department as well as a Department Development Plan linked to the School Improvement Plan.
- To establish a productive link with the primary and Spanish curriculum schools, allowing for the sharing of information and practice, which will improve the educational experience of pupils in both sections of the school.
- To actively look for cross-curricular opportunities and to incorporate these into teaching practice across subject and beyond.
- To take the lead in promoting best practice in provision for SEND and EAS pupils, both within and beyond the classroom.
- To be constantly looking to encourage any new ideas and initiatives, which will make the school a better educational environment and which will improve pupil experience.
- Take the initiative in encouraging the Department's use of Moodle and technology within lessons.

Administration

- Attend Secondary school leadership team meetings on a weekly basis and pass information to teachers.
- Lead and organise regular departmental meetings and to pass minutes on to the Deputy Head.
- Collect and pass on any administrative information required by the Head of Secondary School and Sixth Form.
- Maintain easily accessible records of documentation, including exam results, on the school's shared drive.

Staff

- Work with the Head of Secondary School and Sixth Form in the academic induction of new staff within the Department.
- Support staff in all aspects of their teaching and by actively encouraging professional development opportunities.

Communication

- Work to ensure consistently high standards of reporting to parents both within formal reports and through quality written and verbal communications.
- Ensure any documentation given to pupils and parents shows the department and school in its best light.
- Attend any meetings where the department needs to be represented in front of parents and pupils.
- To actively promote the department through the school website and any other communication channels.

Finances and Facilities

- To ensure the displays are always up to date and effective and to monitor and advise on the provision and maintenance of suitable teaching facilities.

General

- Play a leading role in the promotion, development and constant improvement of the school.
- To assist in break / lunch supervision as required.
- Represent the school in a manner consistent with its ethos and values.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.

Person Specification

Education and Skills:

Essential:

- Fully qualified teacher
- Excellent classroom management skills and able to follow the school's disciplinary code.
- Excellent subject knowledge.
- Excellent record of academic leadership
- Full understanding of Equal Opportunities and able to implement in everyday practice.

Desirable

- Further qualifications and track record of professional development.

Training and Experience:

- Successful experience in teaching in a UK school.
- Proven track record of delivering the subject area.
- Record of delivering relevant extracurricular activities/events

Competencies for the Role:

Role Specific

- To be approachable to children, parents, and staff.
- To be able to work professionally as part of a team.
- To give clear instructions to children and be organised in classroom management.
- To be flexible, friendly and cooperative when working with colleagues.
- To communicate clearly to parents and resolve any issues quickly and professionally.
- To communicate effectively in writing.

At Laude San Pedro we have high academic expectations for all of our students. Our vision is that every child will achieve more than they dreamed possible, in a happy and inclusive environment where everyone is supported and encouraged to excel.

In addition, our whole community shares a common understanding of the personal qualities and values which we hope all of our students will demonstrate and uphold.

- Loyalty
- Aspirational
- Unity
- Determination
- Empathy

Signed: Date:

Name (Print):

