



Post: Head of Department

Salary: Appropriate point on the MPR/UPR + TLR

Conditions of Employment: The duties and responsibilities contained in the current Education (School Teachers' Pay and Conditions of Employment) Order apply to this post; the working time will be in accordance with the school's annual time budget, issued by the Headteacher.

Responsible to: The Head of School

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

The Head of Department shall carry out the professional duties as described in the School Teachers' Pay and Conditions Document as required by the Headteacher.

As well as establishing professional standards for the whole department, he/she is responsible within guidelines laid down by the school for the deployment, development and monitoring of staff who teach in the department. Additionally, they are responsible for the allocation and use of resources and for the establishment and implementation of departmental policy within the whole school structure. He/she is also responsible for liaison with feeder schools and other outside agencies as appropriate.

Curriculum

- To be responsible to the Headteacher for the organisation, teaching and assessment of departmental subjects and courses, as part of the curriculum of the whole school
- To establish and make explicit aims and objectives for the teaching of departmental subjects and to review, evaluate and develop the curriculum to meet these objectives. To ensure that syllabi and schemes of work are produced, monitored and reviewed
- To develop assessment processes which are compatible with national and school policy
- To develop structures to ensure progression and continuity in terms of cross-curricular work
- To promote teaching and learning processes aligned to the school
- To contribute, as necessary, to the planning of the school timetable
- To ensure that wall displays within teaching and resource areas assist learning and reflect the high quality of work expected of pupils.

Teaching Staff

- To accept the general leadership role associated with posts in middle management in schools
- To co-ordinate and monitor the quality of work of departmental teaching staff
- To facilitate the sharing of good practice in teaching and learning throughout the department and to proactively nurture the development of individual practitioners to establish outstanding teaching and learning
- To assist with recruitment, appointment, deployment and monitoring of staff
- To make arrangements for the induction of newly appointed teachers within the department and to provide a full programme of guidance and support for these teachers
- To promote the professional development of all teachers within the department, and to assist in performance management procedures within the agreed framework
- To be responsible for supervision of student teachers within the department
- To ensure that appropriate work is set when subject teachers are absent
- To establish an effective structure for departmental consultation and communication including the chairing of meetings and working groups

Support Staff

- To assist with recruitment, appointment and deployment of support staff/volunteers as needed
- To be responsible for the supervision of the work of support staff/volunteers

Pupils

- To implement clear guidelines for standards of work and behaviour within the curriculum
- To co-ordinate procedures for monitoring and recording of progress, and the setting of targets
- To ensure that pupils' work is regularly assessed; that feedback to facilitate progress is given and acted upon, and that adequate homework is set
- To organise the setting and marking of internal tests and examinations
- To liaise with the key staff in helping support pupils' individual needs
- To co-ordinate appropriate interventions for pupils making less than good progress, monitor the impact and record progress data in line with agreed school protocols.
- To advise and organise the allocation of pupils into teaching groups
- To be responsible for the writing and issuing of reports, progress checks and references within the department
- To be responsible for liaison with the Examinations Officer about external examination entries and procedures within the department as appropriate
- To be responsible for all arrangements for pupils taking internal and external examinations

Community

- To ensure effective dialogue with parents in accordance with school policies
- To ensure that the department is properly represented on parents' evenings
- To develop links with the community and with industry as appropriate
- To liaise with feeder schools and with other post-16 institutions. To liaise with external agencies as necessary

Resources and Accommodation

- To be responsible for departmental cost centres.
- To allocate resources within the department to meet curriculum objectives
- To be responsible for ordering, recording and making an inventory of resources within the department
- To establish and enforce standards for proper care of accommodation, furniture and equipment within the department.
- To advise the Headteacher about future needs of the department for resources and accommodation.

Data Protection

- Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act (2000).

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health And Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of

opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests