



## **ST MONICA'S ROMAN CATHOLIC HIGH SCHOOL**

### **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Head of Department (Computer Science/Business)</b>	<b>Effective From:</b>	April 2021
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<b>Salary Grade/Allowance:</b>	Main Scale - Upper Pay Spine + TLR1a
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The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Support Staff, commonly bound in the service of the needs of the school and the further development of St. Monica's as reasonably required under the direction of the Headteacher.

The job description is in conjunction with that of Subject teacher and Form teacher. The section on leadership responsibilities below sets out those responsibilities of the Head of Department / Subject.

<b>LINE MANAGEMENT:</b>	Assistant Headteacher
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<b>PURPOSE OF POST:</b>	In addition to the role of classroom teacher and form teacher, the role of Head of Department is to raise standards of student attainment and achievement within the curriculum area in line with national and school policies/priorities. This will include leading, developing and managing the quality of teaching; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in the curriculum area of Science. The principles of Every Child Matters must underpin how we carry out our responsibilities.
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#### **Responsibilities and Duties**

The post holder is expected to undertake the professional duties of a school teacher within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below. These should not include or imply any voluntary activities.

#### **Amendment of Job Description**

The particular duties/responsibilities listed below may be reviewed from time to time at the request of the Headteacher or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Governing Body. In the exceptional situation of mutual agreement not being achieved, the individual teacher or Headteacher will have access to an Appeal Committee established by the Governors' Personnel Committee for the purpose.

The following outline is not intended as a list of tasks, but gives an overall range of duties and responsibilities which reflects the position.

## **Professional Requirements and Responsibilities**

To support the aims and ethos of this Catholic school by adherence to its policies and practices.

### **Achievement / Teaching and Learning**

To raise the attainment and progress of all pupils in the subject area

To champion best practice demonstrating teaching skills and leadership qualities to command respect and encourage commitment to raising standards.

To lead, develop and enhance the quality of teaching and learning within the department by:

- Setting and maintaining high standards of teaching and learning across the age and ability range.
- Developing strategies to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils across the key stages, and to liaise with the appropriate Head of Year in this respect.
- Reviewing, developing and refining schemes of work for Key Stage units by leading and managing other staff in the department to extend and improve our current resources.
- Developing and co-ordinating curricular links with primary schools and external agencies.
- Managing and developing high quality teaching resources to match the needs of the curriculum and the different abilities of learners.
- Managing the finance and resources of the department
- Monitoring, reviewing and developing all departmental policies and strategies in line with the strategic aims of the school.
- Leading curriculum development for the whole department as required.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.
- Promoting learning through out of hours activities.
- Ensuring a high quality learning environment within the department by managing, improving and monitoring classroom behaviour and ensuring that department policies on rewards and sanctions are consistent with the agreed school Behaviour and Pastoral Policy and its systems.
- Promoting the Home/School Partnership and the school Homework Policy.
- Liaising with Senior Managers to support teachers within the department by identifying their CPD needs which will enhance teaching and learning; induction of new teachers to the faculty, including Newly Qualified Teachers (NQTs), and the support of trainee teachers.

### Recording, Reporting and Assessment

1. Monitoring, developing and enhancing the assessment arrangements within the department at KS3 and KS4, in line with the school's "Assessment for and of Learning" targets. This will involve co-ordinating and monitoring strategies to raise pupil achievement and ensure continuity of progress, making best use of assessment information.
2. Managing, setting and co-ordinating the results of examinations, or other assessment instruments; liaising with the School Data Manager and other staff
3. Being accountable for monitoring, developing and co-ordinating strategies to raise pupil achievement.
4. Monitoring and reviewing long, medium and short term planning within the department to ensure coverage, provision of a range of learning experiences.
5. Liaising closely with Head of Year to ensure continuity and progression across the Key Stages.
6. Ensuring the departmental reports on students are completed to a high professional standard, by appropriate deadline dates and are consistent with the school's reporting arrangements.

### Leadership

1. Develop self-evaluation strategies within the department to monitor, evaluate and improve the quality of teaching and learning through:
  - A structured, rigorous and recorded programme of lesson observation for all staff; providing feedback and advice on improvement as appropriate
  - Completing self-evaluation to identify strengths and areas for improvement
  - Ensuring that this process informs improvement planning within the department
  - Developing and formalising arrangements for the scrutiny of pupil's work and staff planners.
2. Manage the performance management process in the department, working to enhance the skills of others for continued professional growth and career development including sharing good practice.
3. Mentor and coach colleagues providing effective feedback and advice in order to contribute to the overall effectiveness of the department. Liaising with Senior Managers to support teachers within the department by identifying their CPD needs which will enhance teaching and learning; induction of new teachers to the faculty, including Newly Qualified Teachers (NQTs), and the support of trainee teachers.
4. Produce a detailed School Improvement Plan in line with agreed whole school priorities.

### Standards and Quality Assurance

1. Ensure that the department's quality procedures meet the requirements of the school's self-evaluation strategy and the Improvement Plan.
2. Attending and participating in parent evenings/prizegiving.
3. Attending team and staff meetings

To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Monica's as a Catholic School.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

Signed: Post Holder: ..... Date:

Signed: Headteacher: ..... Date:

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to enhanced DBS clearance and written references.